

Blake Library
Technical Services Department
Annual Report
FY2018

Cataloging
Acquisitions
Serials
Special Collections



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Technical Services Overview

Collection Development

- Beginning Spring 2018, the Head of Technical Services coordinated with other librarian staff to manage a large weeding project which included primarily the P's, though other collections were involved.
- The driving force for this project was due to impending renovations of the lower level of the older section of the library that houses the library collection and provides quiet study.
- Following collection reviews and weeding, a total of 8,198 volumes (7,621 titles) were discarded from the library collection in FY2018.
- See the Cataloging report on pages 4-5 for more information regarding the weeding project and process.

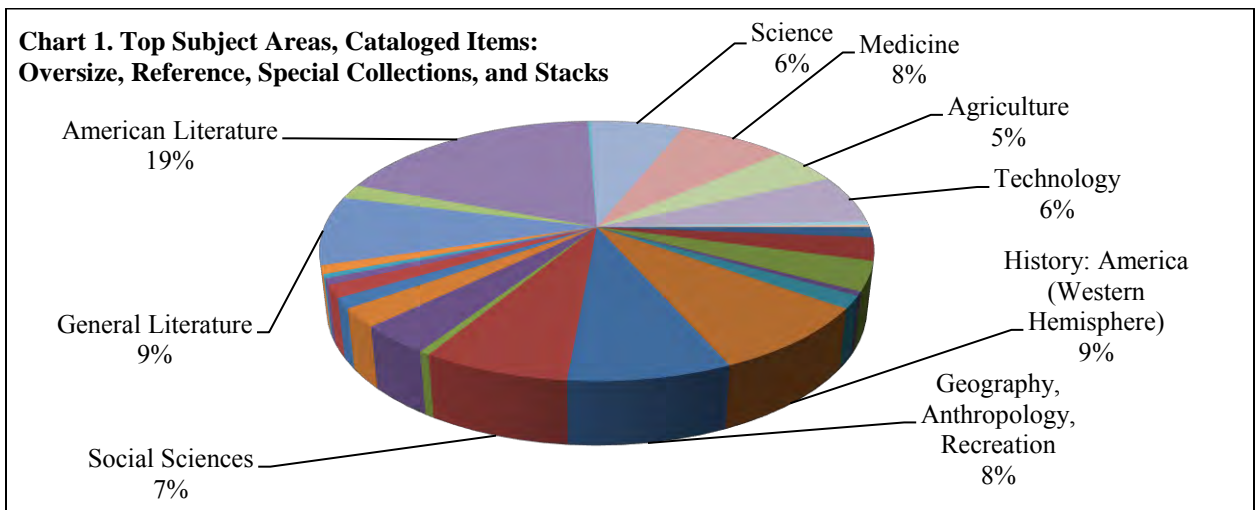
Change in Job Duties

- Due to an Administrative Assistant from Information Services leaving, the Library Assistant in Serials & Acquisitions assumed the responsibility of counting the money, rolling change and preparing the deposits on a monthly basis for the pcounter station, photocopy machine and cash register located in the library.

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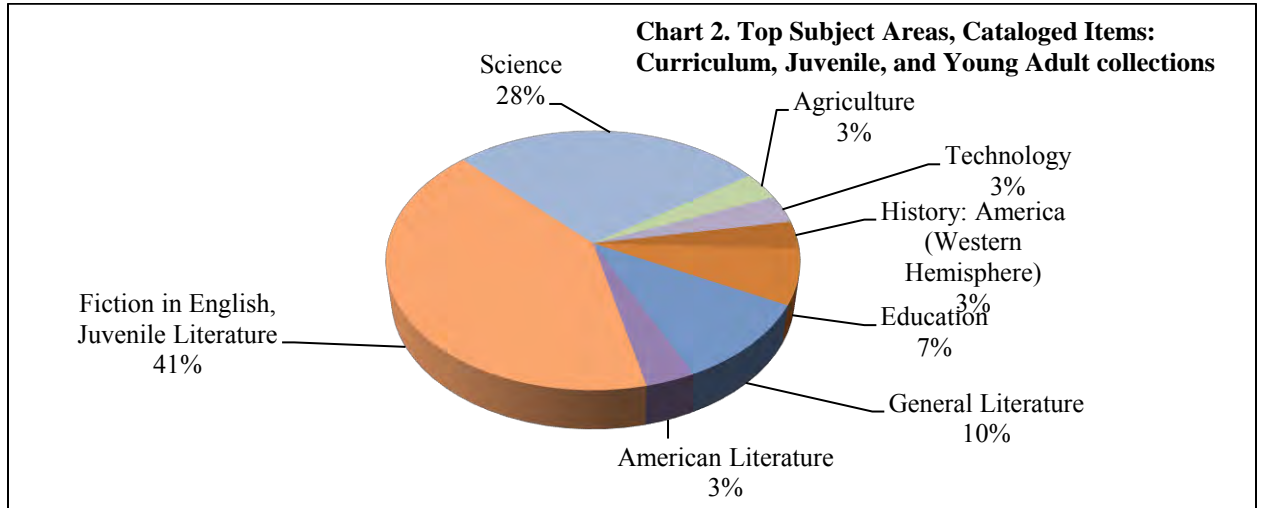
Cataloged materials

- In FY2018, 540 total items were cataloged, a 40% decrease from 902 items cataloged in FY2017.
 - 416, or 77%, were gifts received from various campus organizations, faculty, staff, and community patrons.
 - President's Fund: 7 items.
 - Inez Day Richards Fund: 10 items.
 - Individual donations: 399 items.
 - 418 were monographs
 - 350 cataloged monographs were donated or gifted
 - 68 cataloged monographs were purchased
 - 3 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: 19% American Literature (PS), 9% General Literature (PN), 9% History: America, Western Hemisphere (E-F), 8% Medicine (R), 8% Geography, Anthropology, Recreation (G), and 7% Social Sciences (H).

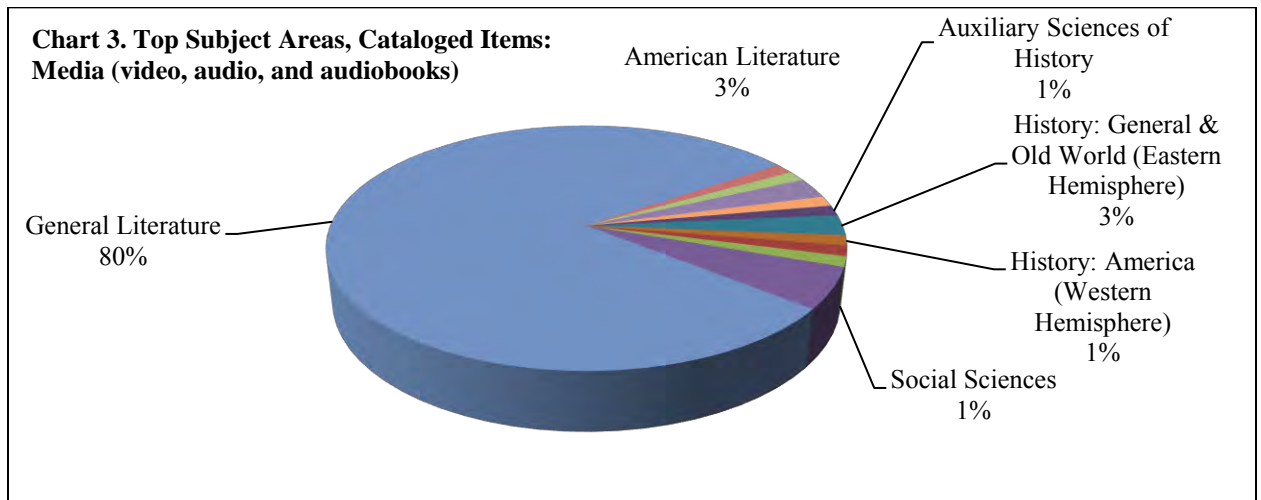


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- Curriculum, Juvenile, and Young Adult collections: 41% Fiction in English, Juvenile Literature (PZ), 28% Science (Q), 7% Education (L), 3% Agriculture (S), 3% Technology (T), 3% American Literature (PS), and 3% History: America, Western Hemisphere (E-F).



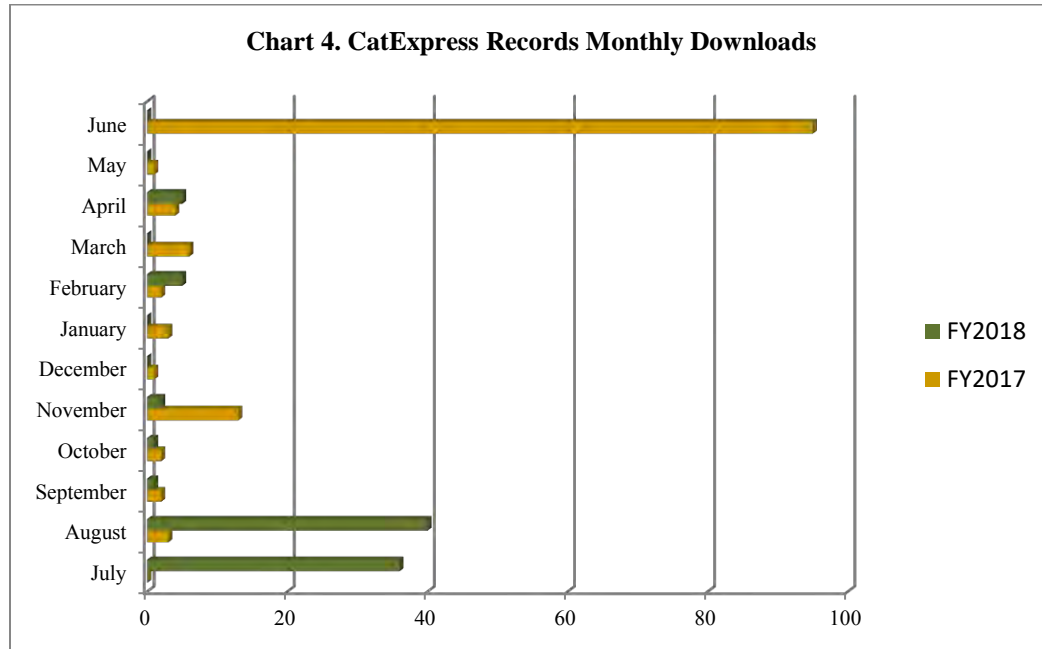
- Media collections: 80% General Literature (PN), 3% History: General & Old World, Eastern Hemisphere (D), and 3% American Literature (PS).



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

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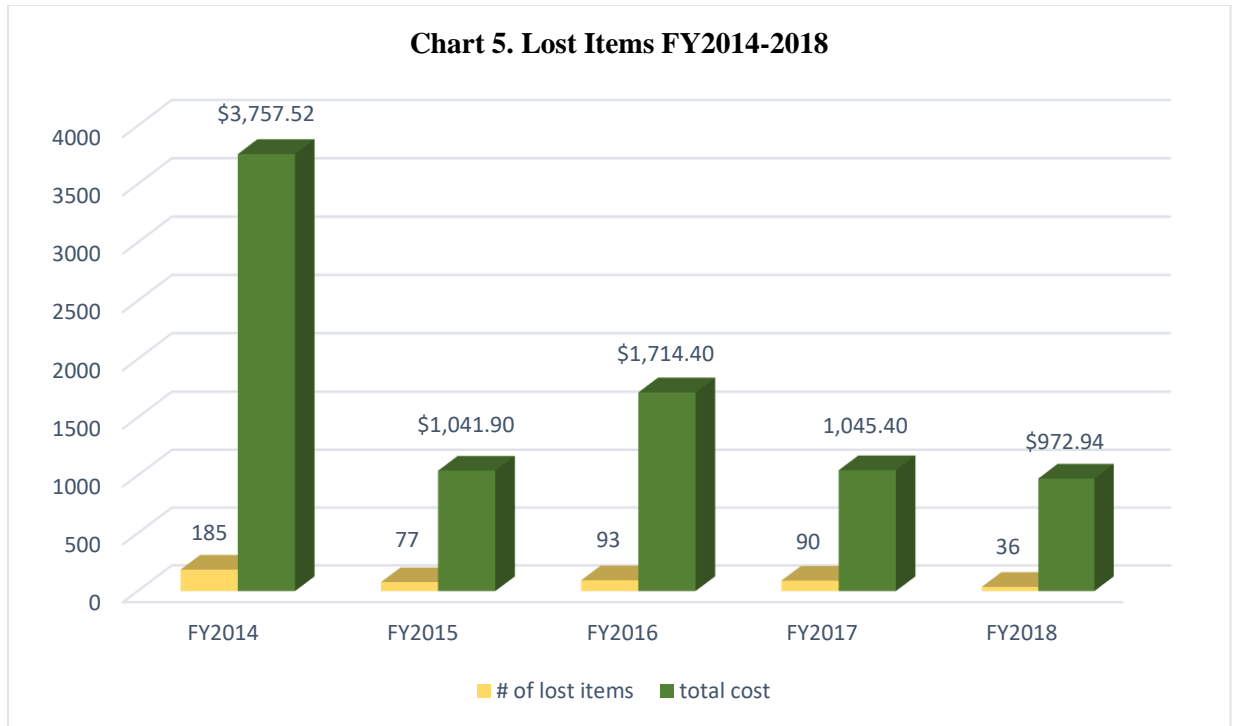
- 90 records were downloaded from OCLC's CatExpress Service.



- 122 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.
 - This year the process for recording the Z39.50 record number was updated. Past practice had the Z39.50 record number recorded in the 001 field, this has changed to the 929 field. This change was made following a discussion at an URSUS Cataloging Standards meeting.
- At the end of FY2018, 60 items have a status of "missing;" 36 items have a status of "lost." These 36 lost item records will be purged from the system at the start of FY2019. The total cost of these 36 lost items: \$972.94.
 - 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
FY2014	185	\$3,757.52
FY2015	77	\$1,041.90
FY2016	93	\$1,714.40
FY2017	90	\$1045.40
FY2018	36	\$972.94

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- 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 FY2018, 2,179 volumes were sent to Better World Books.
 - See [Appendix B](#) for details on the Blake Library/Better World Books environmental metrics and inventory for FY2018.
- As detailed in last year's Annual Report, the URSUS Cataloging Standards Committee was asked by 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. The statistics have now been kept for an entire year.
 - See [Appendix C](#) for the statistics data for fiscal year 2018.
- Floating Collections service
 - The Head of Technical Services Librarian encountered complications with several processes:
 - Billed items process - questions arose on how to handle billed items that display as an fk item, but are actually other libraries' materials that have floated to fk.
 - Paid items process - questions arose on how to handle items that were paid that displayed as fk location, but was in actuality another library's item that had floated to fk.
 - Lost/Missing items process was complicated by the floating collections services, as again, not all items displaying as fk location were truly fk items.
 - Collection Development processes were complicated, as staff

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- discovered they couldn't rely on initial search results to determine if a title was already in our collection. This made Collection Development processes difficult and time-consuming.
- Finally, the Head of Technical Services Librarian reached out to participating libraries to reach some consensus on how to proceed due to the complications listed above. Unfortunately, sufficient feedback was not received on how to handle these issues.
 - Due to the above mentioned issues with the floating libraries service, the Head of Technical Services Librarian brought these issues to other library staff, which was subsequently brought to the System Library Directors.
 - The Library Directors discussed the floating libraries service. Due to some of the participating libraries having problems, and due to the fact that not all UMS libraries were participating, the System Library Directors decided to no longer use the floating collection service (USM is continuing this service among its three libraries).
 - Should Blake Library consider at a future date to rejoin the floating libraries service, Technical Services staff strongly recommend participating libraries create guidelines for Technical Services processes and procedures before implementation to prevent problems.
- Library staff were very busy with collection weeding projects during FY2018. The Technical Services Librarian finished weeding the D's (History) and then began a major weed of the P's (Language & Literature section) which involved:
 - Compiling an initial discard list (identifying books that weren't used in 10+ years)
 - Reviewing the list against the books on the shelves (checking condition as well)
 - Updating the discard list as books were identified to keep, or added on to the list books to discard
 - Sharing discard lists with libraries across Maine to offer our discarded books for their collection(s)
 - Pulling books identified for discard
 - Removing books from the library system
 - A guide and form (see image below for Discard Form used) was created to help train other staff and a volunteer in the process of removing items from the library system and to record necessary statistics
 - The Technical Services Librarian trained a volunteer and staff in the discard process due to the large volume of books being weeded

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Discard Form used during discard process to record statistics.

Discarded Books Statistics

Section:		<i>Vols Discarded</i>	<i>Titles Discarded</i>	<i>Bibs Modified</i>	<i>Bibs Deleted</i>
Cart _____	Shelf 1				
	Shelf 2				
	Shelf 3				
	Shelf 4				
	Shelf 5				
	Shelf 6				
	TOTALS:				

- Screening discarded books through Better World Books, if accepted, boxing up and sending them out
- Remaining materials were brought to Circulation to process discarded books
- Additionally, the Head of Technical Services Librarian:
 - Coordinated with other collection development librarians as they were reviewing and identifying materials in their areas to weed
 - Coordinated with library staff and a volunteer through the discarding process
 - Coordinated with Circulation staff with regard to the physical discarding of books
 - Coordinated with library staff to communicate with library patrons so they understood why and what we were doing
- A total of 8,198 volumes (7,621 titles) were discarded from the library collection in FY2018.
 - These numbers were available due to the system-wide statistics Technical Services keeps track of for the Library Directors (see page 4).

Goals and continuing processes:

- Complete project that involves updating individually cataloged electronic resources (fixing links if available; if no longer available online notify cataloger to correct record).
- Explore training opportunities for staff to gain knowledge in electronic resource management.

Acquisitions FY2018

All items received and/or paid for during FY2018 are counted as an acquisition for FY2018. Any items ordered in FY2018, but not received or paid for in FY2018 are not counted.

- In FY2018 204 items were purchased totaling \$43,619.34.
 - This is a 9% decrease in the number of items purchased and a 1% increase in the total amount spent from last year. In FY2017, 224 items were purchased totaling \$43,000.11.
- This year 40 titles included in the acquisitions figures were purchased with funds received from gift accounts, totaling \$1,599.91.
 - In FY2018 the library purchased 15 titles totaling \$1,414.93 from the Inez Day Richards funds. This amount spent decreased by 11% from last year's purchases of \$1,596.11.
 - This amount includes monograph, serial, and database purchases.
 - In FY2018 the President's Office purchased 7 titles totaling \$184.98.
- In FY2018 the library purchased 1 PDA (patron-driven acquisitions) title totaling \$10.80. These purchases include both physical and digital items.
- The largest concentrations of purchases by cost are as follows: Nursing 26%, Math/Science 21%, Social Science 17%, Education 15%, Humanities 9%, and Business 4%.
- The largest concentrations of purchases by volume count are as follows: Humanities 32%, Math/Science 12%, Social Science 11%, Education 10%, Nursing 7%, 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 \$3,596.94:
 - BioOne Complete (BioOne)
 - Films on Demand (UMFK portion of UMS subscription)
 - Poetry & Short Story Reference Center (EBSCO): purchased through Inez Day Fund

Acquisitions FY2018

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

- CloudLibrary is counted as a single title purchase in acquisitions.

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

Goals and continuing processes:

- Review old order records in Sierra and delete records no longer needed for statistics and other purposes. A guide will be created to detail this process, as it will be completed annually.
- Explore supplier options for monograph acquisitions.

Serials FY2018

General statistics:

- The current serials collection consists of 124 titles
 - 77 are print only titles:
 - 43 print titles purchased through EBSCO
 - 3 of these titles were purchased through the Inez Day fund
 - 5 of these print titles comes with another purchased print title or membership subscriptions
 - 16 print titles purchased through non-EBSCO vendors
 - 1 of these titles was purchased through the Inez Day fund
 - 18 print titles are free/gift subscriptions (in previous years, this count may have included titles that the library receives but does not retain)
 - 12 are print + online titles:
 - 11 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
 - 35 are online only titles (purchased individually, not through database subscriptions)
 - 30 online only titles purchased through EBSCO
 - 5 online only titles purchased through non-EBSCO vendors
- In FY2018, 5 titles were added
 - 4 online titles purchased through EBSCO (Flipster digital magazines)
 - 1 print (free/gift) title purchased through non-EBSCO vendor
- In FY2018, 8 serials titles were cancelled:
 - 1 print only title purchased through EBSCO was cancelled
 - 3 print only titles purchased through non-EBSCO vendors were cancelled
 - 3 print only free/gift titles were cancelled
 - 1 online only title purchased through EBSCO was cancelled
- In FY2018, 3 titles ceased publication
 - 3 titles were purchased through non-EBSCO vendor
- See [Appendix H](#) for more details.
- Starting next fiscal year (FY2019), serials usage will be counted in both circulation and serials, as they are two different service points.
- For serials usage statistics, refer to [Book 3, Appendix J](#).

Serials FY2018

Electronic resources:

- 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.

Table 1. SerialsSolutions Statistics for ejournal and ebook Unique Titles		
Fiscal Year	Unique ejournal Titles	Unique ebook Titles
2018	62,619	195,039
2017	61,183	201,838
2016	62,903	187,096
2015	58,425	162,313
2014	55,298	not available

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

Continuing projects and goals:

- Complete discarding serials selected for removal from our collection, and update serial holdings.
- Continue to evaluate the serials routing process.

Special Collections FY2018

General statistics

- In FY2018, no new manuscript collections were added to special collections.
 - 3 separate donations of materials were received by Technical Services staff, however staff have not had time to inventory and process these materials.
- 27 non-manuscript items were added to special collections.
- In FY2018, 1 manuscript collection (Univ. Coll. 8.2) was accessed 3 times, and a total of 29 folders from this collection were accessed.
- 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.

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:

- Resume work on a digitization project that involves cataloging digitized UMFK legacy videos.
- Inventory and start processing donations made to special collections.
- Staff have made good progress on the University newspapers project, which involves scanning University newspapers (ranging from 1943-2009) with the end goal of providing online access to these materials. Scanning is approximately 95% completed. Quality checks and re-scanning of pages here and there are left to complete.
- Staff continue to index the Saint John Valley Times.