Blake Library
Technical Services Department
Annual Report
FY2019

Cataloging
Acquisitions
Serials
Special Collections

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Technical Services Overview

New Equipment

- Technical Services received a new fax machine in FY2019, as the previous fax machine was malfunctioning.

Cataloging

- Films with performance rights in the library collection were updated on both the film case and in the item records to easily distinguish them from regular films, which will be helpful to both library staff and patrons.
- An electronic resources project was completed, which followed a review and check of online access for freely available electronic resources the library chose to catalog. If the resource was found, the link was fixed in the record, if the resource was unavailable, record cleanup was performed.

Acquisitions

- An order records cleanup project was completed. This project was initiated in order to remove unneeded old order records, which in turn will resolve the problem of records appearing in search results for titles we no longer have physical holdings. From now on yearly order record cleanups will be performed to prevent this issue from reoccurring.

Serials

- A serials discarding project was completed, which involved physically removing serial issues from the serials back room for discard, updating the serial holdings across various sites, in the serials database, and in the library ILS, Sierra.

Special Collections

- Good progress was made with regards to the ongoing digitization project, which involves scanning select special collections materials.
- An inventory was completed to ensure our records are accurate and no materials are missing.

Cataloging
FY2019

Cataloged materials

- In FY2019, 498 total items were cataloged, an 8% decrease from 540 items cataloged in FY2018.
    - 374, or 75%, were gifts received from various campus organizations, faculty, staff, and community patrons.
        - President's Fund: 3 items.
        - Inez Day Richards Fund: 12 items.
        - Individual donations: 359 items.
    - 405 were monographs
        - 344 cataloged monographs were donated or gifted
        - 61 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):
    - Reference, Special Collections, and Stacks collections: 15% Medicine (R), 13% American Literature (PS), 10% History: America, Western Hemisphere (E-F), 10% Education (L), 8% English Literature (PR), 8% Social Sciences (H), 8% Geography, Anthropology, Recreation (G), and 7% Technology (T).

Chart 1. Top Subject Areas, Cataloged Items: Reference, Special Collections, and Stacks

- Science 4%
- Medicine 15%
- Technology 7%
- Philosophy, Psychology 3%
- American Literature 13%
- English Literature 8%
- History: General & Old World (Eastern Hemisphere) 4%
- Education 10%
- History: America (Western Hemisphere) 10%
- Social Sciences 8%
- Geography, Anthropology, Recreation 4%
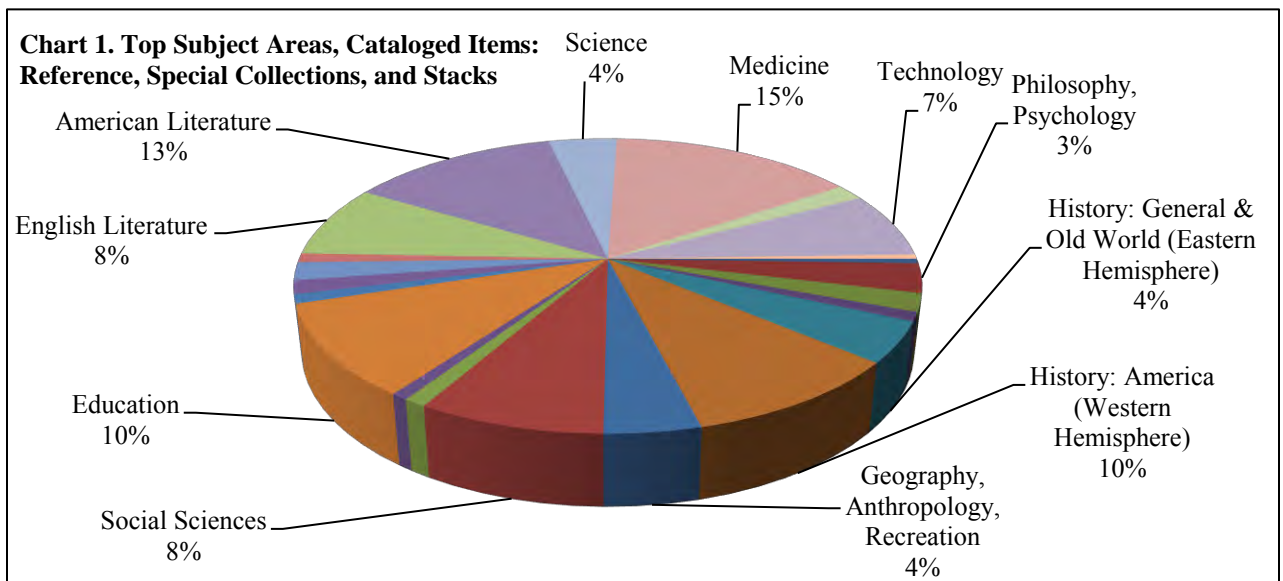
- o Curriculum, Juvenile, and Young Adult collections: 76% Fiction in English, Juvenile Literature (PZ), 10% History: America, Western Hemisphere (E-F), 3% Music, Books on Music (M), 3% Geography, Anthropology, Recreation (G), 3% Philosophy, Psychology (B-BJ), and 3% Agriculture (S).

Chart 2. Top Subject Areas, Cataloged Items: Curriculum, Juvenile, and Young Adult collections

Fiction in English, Juvenile Literature 76%

Agriculture 3%

Philosophy, Psychology 3%

History: America (Western Hemisphere) 10%

Geography, Anthropology, Recreation 3%

Music, Books on Music 3%
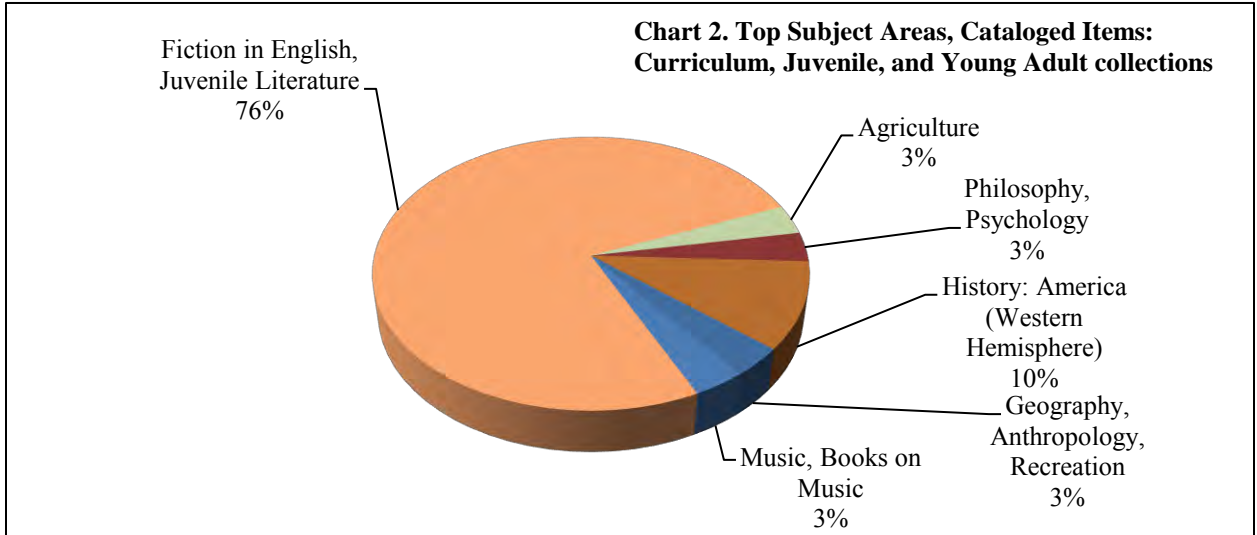
- o Media collections: 65% General Literature (PN), 7% American Literature (PS), 5% History: America, Western Hemisphere (E-F), 2% History: General & Old World, Eastern Hemisphere (D), 2% English Literature (PR), 2% Science (Q), 2% Medicine (R), 2% Auxiliary Sciences of History (C), 2% Music, Books on Music (M), and 2% Russian Literature (PG).

Chart 3. Top Subject Areas, Cataloged Items: Media (video, audio, and audiobooks)

American Literature 7%

Science 2%

Auxiliary Sciences of History 2%

English Literature 2%

Medicine 2%

History: General & Old World (Eastern Hemisphere) 2%

History: America (Western Hemisphere) 5%

General Literature 68%

Music, Books on Music 2%

Russian Literature 2%
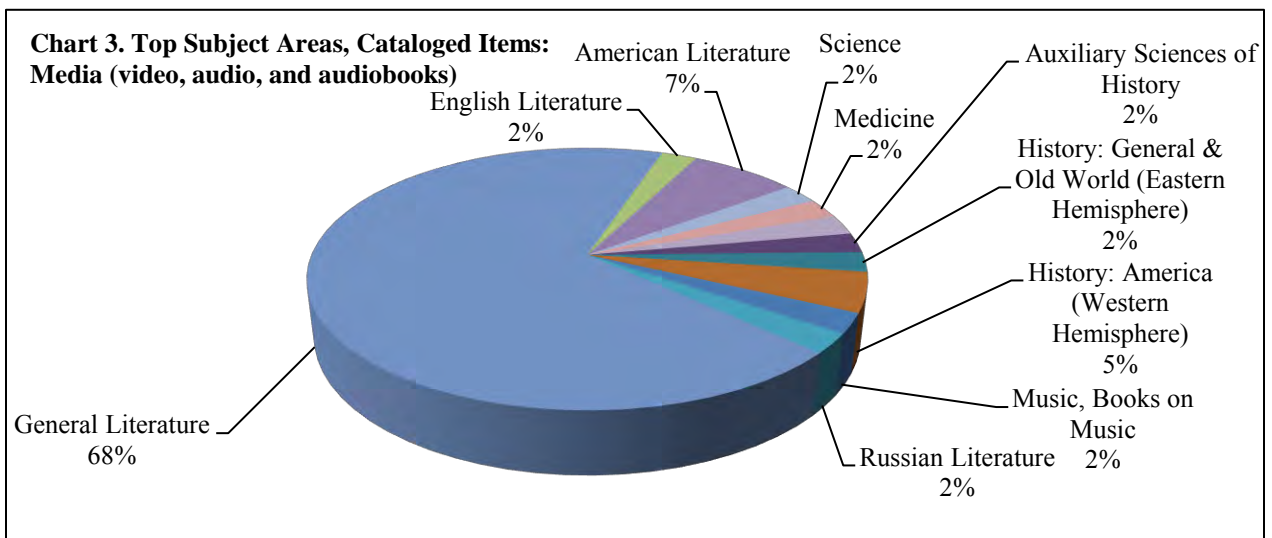
- See also: Appendix A.

Cataloging
FY2019

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

Chart 4. CatExpress Records Monthly Downloads
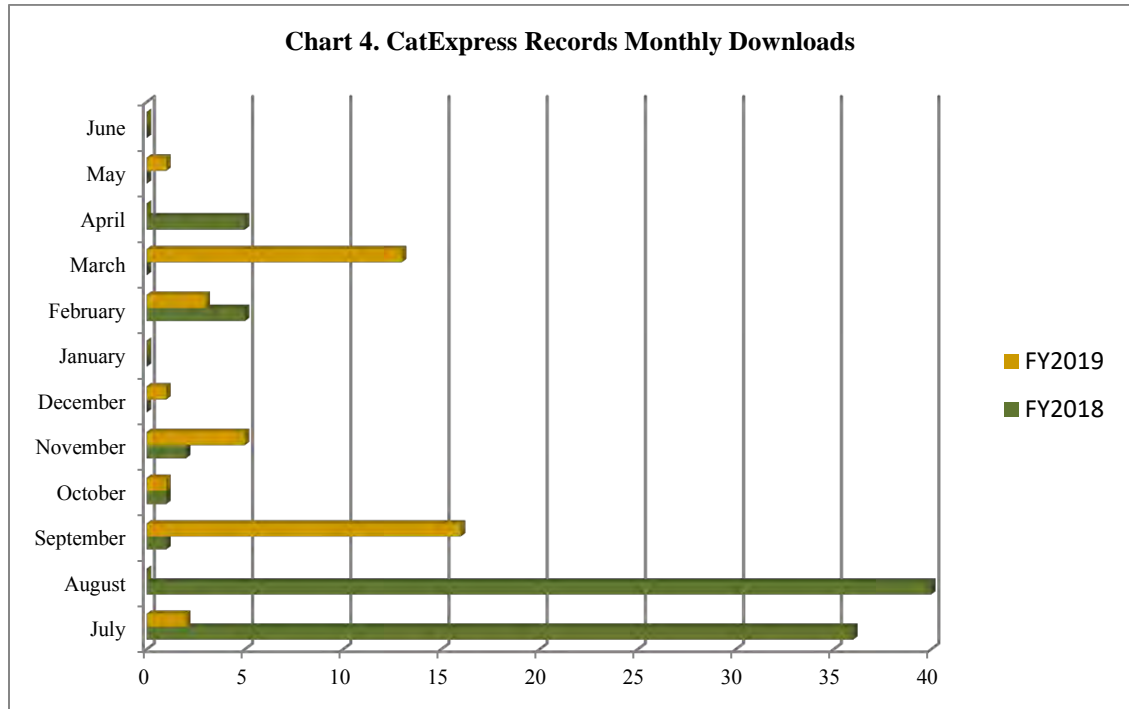
- 101 records were extracted using the Z39.50 protocol. This service provides Blake Library access to records from the Library of Congress and Maine InfoNet catalogs.

- 1 record was downloaded using SkyRiver. SkyRiver is a new cataloging tool that lets users search a database of MARC records. If a suitable record is found, it can then be loaded into the ILS (integrated library system).

- At the end of FY2019, 37 items have a status of "missing;" 38 items have a status of "lost." These 38 lost item records will be purged from the system at the start of FY2020. The total cost of these 38 lost items: $1,135.92.

  - 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
FY2015	77	$1,041.90
FY2016	93	$1,714.40
FY2017	90	$1045.40
FY2018	36	$972.94
FY2019	38	$1,135.92

Chart 5. Lost Items FY2015-2019

	# of lost items	total cost
FY2015	77	$1,041.90
FY2016	93	$1,714.40
FY2017	90	1,045.40
FY2018	36	$972.94
FY2019	38	$1,135.92
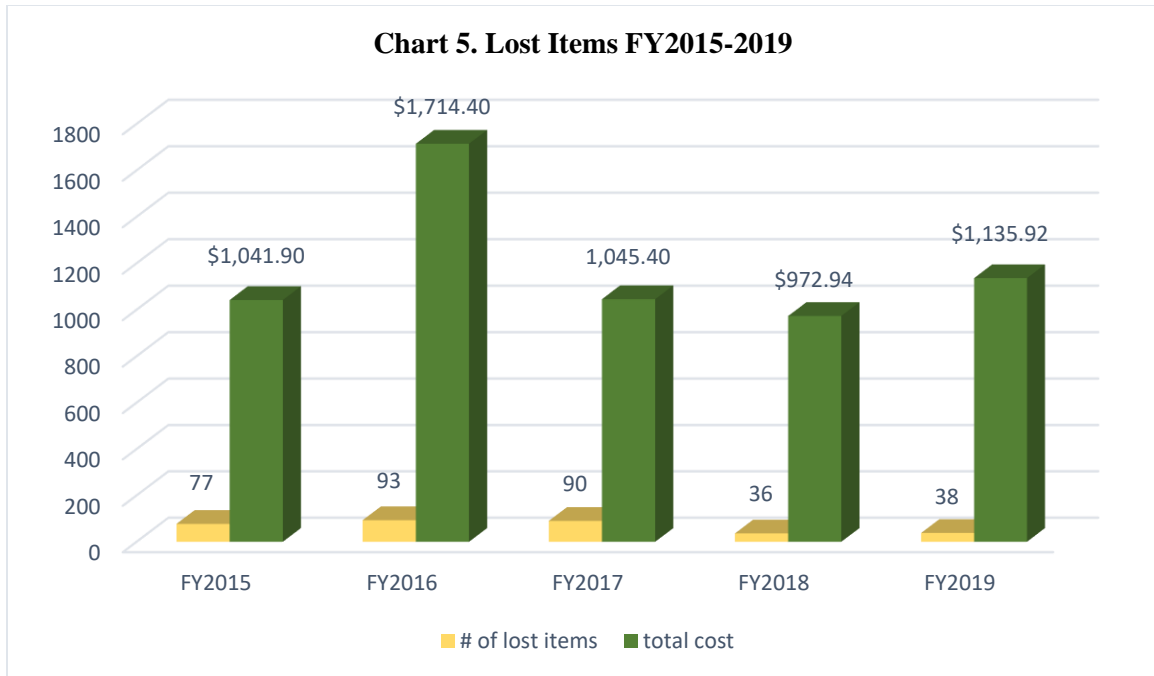
- Since July 2009, Blake Library has worked with Better World Books to send books that are unwanted, which the company sells, donates, or recycles.
  - In FY2019, 706 volumes were sent to Better World Books.
  - See Appendix B for details on the Blake Library/Better World Books environmental metrics and inventory for FY2019.

- See Appendix C for the Technical Services statistics data for FY2019, collected by Technical Services library staff as part of a system-wide effort.

- Branch locations were cleaned up in the library ILS in FY2019, which resulted in the removal of old locations the library no longer used or needed.
  - An initial list of selected locations to remove was identified by library staff.
    - Lists were then run to check that identified locations for removal were no longer in use.
      - One location was being used in attached order records.
        - These records were deleted as part of the order record cleanup project as detailed in the acquisitions portion.
  - After confirming that no remaining records used any of the selected locations for removal a finalized list of locations to remove was sent to Maine InfoNet to remove from the ILS.

- Items located in the oversize collection were moved to the stacks during the redesign of the library space.
  - Library staff thought that incorporating the oversize books into the stacks could increase discoverability and usage of these materials, as patrons may

have overlooked them as they were in their own separate location.
- o Library staff updated approximately 339 items (new call # labels for book spines), and updated the location in the corresponding item records to reflect this change.

- A project involving films with performance rights was completed in FY2019, where films with performance rights were updated on the film cases as well as in the item records to assist library staff and patrons in easily distinguishing films with rights from those without.

- An electronic resources project was finally completed in FY2019, which had been an ongoing project that involved many steps:
  - o Running a list of individually cataloged electronic resources
  - o Checking links for the electronic resources to see if:
    - ▪ a) the link worked
    - ▪ b) if not, then a search was performed for the resource online
      - If the resource was found online, the link was corrected in the bibliographic record to restore access
      - If the resource was not found online, the bibliographic and/or item records were updated to reflect this:
        - o Removal of dead link
        - o Removal of fk item record

Goals and continuing processes:
- Explore the SkyRiver cataloging tool to gain familiarity, and incorporate it into the cataloging workflow to ensure cataloging efficiency.
- Continue to participate in cataloging webinars relating to RDA, RDA Toolkit, and other pertinent topics to keep Cataloger aware of current and emerging cataloging topics.

Acquisitions
FY2019

All items received and/or paid for during FY2019 are counted as an acquisition for FY2019. Any items ordered in FY2019, but not received or paid for in FY2019 are not counted.

- In FY2019 212 items were purchased totaling $44,801.20.

  - This is a 4% increase in the number of items purchased and a 3% increase in the total amount spent from last year. In FY2018, 204 items were purchased totaling $43,619.34.

  - Due to consortia purchase, the Chronicle of Higher Education will not be reflected in the acquisitions reported total of items purchased and total amount spent for FY2019.

- This year 23 titles included in the acquisitions figures were purchased with funds received from gift accounts, totaling $1,696.

  - In FY2019 the library purchased 20 titles totaling $1,620.66 from the Inez Day Richards funds. This amount spent increased by 15% from last year's purchases of $1,414.93.
    - This amount includes monograph, serial, and database purchases.

  - In FY2019 the President's Office purchased 3 titles totaling $75.34.

- In FY2019 the library purchased 4 PDA (patron-driven acquisitions) titles totaling $72.05. These purchases included only physical items.

- The largest concentrations of purchases by cost are as follows: Nursing 29%, Math/Science 22%, Social Science 14%, Education 12%, and Humanities 5%.

- The largest concentrations of purchases by volume count are as follows: Humanities 37%, Math/Science 12%, Social Science 9%, Nursing 7%, Education 7%, and Business 6%.

- See also: Appendices D, E, and F.

- The following database annual subscriptions were purchased by Blake Library at a total cost of $3,028.80:
  - BioOne Complete (BioOne)
  - JoVE Nursing Skills
  - Poetry & Short Story Reference Center (EBSCO): purchased through Inez Day Fund

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.

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

- See also: Appendix G.

Goals and continuing processes:
- Ensure expenditures (current and new) are placed in the appropriate fund to provide consistency across library acquisitions funds and aid statistics reporting.
- Initial order record cleanup was finished, and will now be done yearly to keep order records accurate and to prevent issues with inaccurate search results.

General statistics:

- The current serials collection consists of 120 titles
  - 66 are print only titles:
    - 38 print titles purchased through EBSCO
      - 3 of these titles were purchased through the Inez Day fund
      - 3 of these print titles comes with another purchased title or membership subscription
    - 14 print titles purchased through non-EBSCO vendors
    - 14 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:
    - 10 print + online titles purchased through EBSCO
      - 1 of these print + online titles comes with another purchased title or membership subscription
    - 2 print + online titles purchased through non-EBSCO vendor

  - 42 are online only titles (purchased individually, not through database subscriptions)
    - 38 online only titles purchased through EBSCO
      - 1 of these online titles comes with another purchased title or membership subscription
    - 4 online only titles purchased through non-EBSCO vendors

- In FY2019, 9 titles were added:
  - 8 online titles purchased through EBSCO (Flipster digital magazines)
  - 1 print title purchased through EBSCO

- In FY2019, 5 serials titles were cancelled:
  - 3 print only titles purchased through EBSCO were cancelled
  - 2 print + online titles purchased through EBSCO were cancelled

- See Appendix H for more details.

- In FY2019 serials usage was counted in both circulation and serials, as they are two different service points.

- For serials usage statistics, refer to Book 3, Appendix I.

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Serials
FY2019

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Electronic resources:

- In FY2019 65,410 unique ejournal titles, and 205,325 unique ebook titles were available.

Table 1. SerialsSolutions Statistics for ejournal and ebook Unique Titles		
Fiscal Year	**Unique ejournal Titles**	**Unique ebook Titles**
2019	65,410	205,325
2018	62,619	195,039
2017	61,183	201,838
2016	62,903	187,096
2015	58,425	162,313

- See Book 3, Appendix I for more electronic serials statistics.

Continuing projects and goals:
- Following completion of the serials discarding project, the next goal is to finalize a plan for the use of the serials room for both serials storage, as well as library staff storage needs.
- Explore the possibility of purchasing an electronic resource management tool to streamline managing electronic resources.
- Conduct a review of current microfilm holdings to identify any titles that are no longer needed in the library collection.

General statistics

- In FY2019, no new manuscript collections were added to special collections.
- 38 non-manuscript items were added to special collections.
- In FY2019, 1 manuscript collection (Univ. MS 3) was accessed 2 times, and a total of 2 folders from this collection were accessed.
- Please refer to Book 3 for Special Collections usage statistics.

Inventory Completed

- In FY2019 an inventory was completed of Special Collections, to ensure accurate records, to identify and correct any errors, and to confirm no items were missing.

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:

- Update cataloged items lists for the various collections (Aroostook, Maine, Rare and University), the last time lists were updated was 2012.
- Identify and receive training with regards to processing archival collections, in order to help with special collections work.
- Review alternate software options (currently using ArchivesSpace) for managing archival collections and provide feedback and suggestions to the library director.