Blake Library
Technical Services Department
Annual Report
FY2020

Contents

Appendices

Technical Services Overview

This fiscal year, Technical Services had some major changes such as serial discards and reorganization of the back serials room and donation and removal of the New York Times. In addition, the Head of Tech Services Librarian resigned to accept a position down south.

However, the most significant events of this year was the COVID-19 pandemic that affected us mid-March. As noted in the Book 1 report, staff began working from home during this time. The acquisitions and serials staff started working from home March 23. Also, in light of the pandemic, the search for a new technical services librarian was put on hold, staff cancelled most print serials, and substantial changes were put into place to allow for safe use of the library in the fall if the library opens.

Our primary goal for this department is to hire a new Head of Tech Services Librarian.

Cataloged materials

- In FY2020, there were a total of 266 items cataloged as opposed to 498 in FY2019.
- Of the items cataloged, there were the standard donations we process each year:
    - Inez Day
    - President's Fund
    - Other donations

- The subject areas of literature and nursing or "Medicine" (library of congress classification of R) materials tend to be the most cataloged. This year streaming videos helped push nursing into the top.

- See **Appendix A** for more details.

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

- 46 records were extracted using the Z39.50 protocol as opposed to last year's 101. This service provides Blake Library access to records from the Library of Congress and Maine InfoNet catalogs.

- 21 records were downloaded using SkyRiver as opposed to last year's 1. 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).

- This year, we will skip the review of Lost and Missing items. Though we will continue to mark items missing and report out in FY2021.

- No volumes were sent this year to Better World Books.

- Technical Services statistics data for the University of Maine System, previously appendix C, is no longer being collected.

Goals and continuing processes:

- Explore the SkyRiver cataloging tool to gain familiarity, and incorporate it into the cataloging workflow to ensure cataloging efficiency. **(Partial complete due to staff leaving)**
- No goals set at this time.

Acquisitions

Only items received and/or paid for during the current fiscal year are counted as an acquisition for that year.

- In FY2020, 144 items were purchased totaling $43,724.73 while last year it was 202 items totaling $44,801.20. This is -29% in items and -2% in costs. Serials accounts for roughly $31,500 of the total spent and 102 of all items.

- This year 23 titles included in the acquisitions figures were purchased with funds received from gift accounts, totaling $1,683.91. There was no significant change. A majority of the purchases were from Inez Day at $1,439.51 and 16 items

- This year the President's Office purchased 7 titles totaling $244.40.

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

- See Appendix G for "Ongoing Subscriptions"

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. **(Goal completed. This is a continuing process in acquisitions to ensure accuracy in expenditures.)**
- Continue with the order record cleanup on a yearly basis to keep order records accurate and to prevent issues with inaccurate search results.

Serials

Facilities:

- Back serials room project to re-envision the use of the space was completed. Library staff were each given sections of shelves to store items from their departments. A smaller section is now all that's needed for print serials, and additional shelving is used for COVID isolation of materials. Some shelving was removed and the downstairs area is now all storage.

General statistics:

- One of the goals of the serials staff was to explore the possibility of purchasing an electronic resource management tool to help streamline the gathering of statistics from our electronic resources. Proquest's Intota Assessment was quoted at $4,800. Due to technical difficulties, no trial was available.
- The current serials collection consists of 119 titles
  - 63 are print only titles:
    - 37 print titles purchased through EBSCO
      - 2 of these titles were purchased through the Inez Day fund
      - 2 of these print titles comes with another purchased title or membership subscription
    - 14 print titles purchased through non-EBSCO vendors
    - 12 print titles are free/gift subscriptions (in previous years, this count may have included titles that the library receives but does not retain)

  - 6 are print + online titles through EBSCO

  - 38 are online only titles (purchased individually, not through database subscriptions)
    - 34 online only titles purchased through EBSCO
      - 1 Inez
    - 4 online only titles purchased through non-EBSCO vendors

- In FY2020, 5 titles were added:
  - 4 online titles purchased through EBSCO (Flipster digital magazines)
  - 1 print title purchased through EBSCO

- In FY2020, 15 serials titles were cancelled and two titles ceased.

- See Appendix H for more details.

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

Electronic resources:

- In FY2020, there were 64,491 unique ejournal titles, and 449,641 unique ebook titles.

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

Goals and Continuing projects:

- 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. **(Completed)**
- Explore the possibility of purchasing an electronic resource management tool to streamline managing electronic resources. **(Completed)**
- Conduct a review of current microfilm holdings to identify any titles that are no longer needed in the library collection. **(Not Completed – due to staff leaving in January)**
- Once the pandemic is at a place we can start putting out print serials again, evaluate the space and need for these materials.
- Process and change holdings in various databases and spreadsheets to update the holdings from the spring 2020 cancellations.

Special Collections

General statistics

- No activity in FY2020

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 projects:

- Update cataloged items lists for the various collections (Aroostook, Maine, Rare and University), the last time lists were updated was 2012. **(Unknown progress status due to staff leaving)**
- Review alternate software options (currently using ArchivesSpace) for managing archival collections and provide feedback and suggestions to the library director. **(Unknown progress status do to staff leaving)**
- No goals set at this time.