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Monographic Acquisitions and Copy Cataloging (MACC) Annual Report 2004-2005

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Monographic Acquisitions/Copy Cataloging Unit

Annual Report
2004-2005

Staffing

The Unit was down one person due to a medical leave beginning the new fiscal year leaving two full time Library Technicians. Cynthia Robinson was out of the Unit from July 14, 2004 through February 25, 2005. We sought a temporary replacement, which we received in September of 2004. Joshua Tisosky worked through February 2005 as we managed several extensions of his time with us, at which time Cynthia Robinson returned.

Hardware and Software

The MACC Unit received new computers this year. Although we have learned more about Millennium, we continue to use text based version to do much of our work because of the functionality capabilities. When trying to change funds, for example, there is no way to change all of one fund code to a new fund code. This capability does exist in the text based version and will come with the new release.

Millennium continued to be slow and freeze making it very frustrating to work with. We did make the move to use Millennium exclusively to create lists, since it is much easier to use and allows all attached records of each listing to be viewed and edited. It is also very useful when compiling lists of titles for collection development purposes.

The lists can be manipulated and then dumped into an excel spreadsheet and sent to departments or included in reports.

A decision was made that Pell would begin to use Millennium Acquisitions. In July 2004 we had Marie Boyce and Joyce Downey attend a training session in Kingston. We covered the basics in a hands-on session using documentation we had created for the Pell staff to bring back with them. Over the course of the year they have had a few questions, but all-in-all they are using this module successfully.

Although we entered the 2004-2005 year with hopes of batch uploading of holdings into OCLC that has not been realized. HELIN has hired a Knowledge Management Librarian as of July of 2005. Martha Sanders will be looking into the possibility batch uploading for the consortium.

We did successfully move from Passport to Connexion in June of 2005. Although there was much trepidation, the move was quick and smooth. We have found that there are many advantages to this new interface, such as authority checking and editing. We have also discovered that it is not always intuitive and can be cumbersome. We have also had a great deal of difficulty with cryptic messages popping up in boxes and periodic freezing or shutting down, causing lost work.

Monographs

Total monographic expenditures were up by 25% in 2004-2005. Total volumes added (including gifts) was 10,355, up 21% from 2003-2004 (8555). There were 6,902 volumes purchased, up 13% from 6,090 purchased last year. This year saw a huge

increase in gifts with a total of 3,453 added, up by 40% over 2003-2004. We had seen gifts increase approximately 15% each year for the previous two years. 71% of those volumes going to the copy catalogers were handled by MACC as opposed to 74% last year. This decrease can be attributed to the complexities of the records and the decisions that need to be made on a record-by-record basis concerning such issues as 856 links.

There was a slight decrease in the number of volumes added to the collections from the Strand approval plan from 2,967 to 2,934 volumes (1%). In 2003-2004 statistics were kept on approval volumes returned, showing a return rate of 4%. MACC will continue to track the return rate as part of the annual statistics.

Inventory

Although the progress in slow, our scanning of barcodes of the circulating collection was up 69% over 2003-2004. 1,487 HELIN corrections have been made and 362 missing items have been found in the 2004-2005 year. Over 19,000 barcodes were scanned this year, bringing the total close to 95,000 since the project began. The E's (E748) is the area currently being scanned. A GSLIS worked with us over the last year, doing a great job in moving the project along. Given the student budget, we were unable to hire anyone for the summer, but hope we will be able to hire someone for the academic year. This project, although a low priority on the MACC Unit goals, is important and will continue to be worked on in the new fiscal year.

Other MACC Activities

The MACC Unit participated in a round robin in January. We hosted staff members who wished to know more about what MACC is all about. We were also was asked to attend a Public Services weekly meeting to explain various messages and displays to the Public Services Department. There were questions and the information was well received. Also this year, we worked with several subject selectors, training them on how to use the III Management Reports as well as how to select parameters to create the lists they wanted and then how to download those lists into useable form. 2004-2005 saw many changes in the way MACC, and the Library as a whole, conduct our processes, as we changed software programs and procedures with both Innovative and OCLC. The MACC staff faced all changes with enthusiasm and professionalism and should be commended for their excellent work.

Submitted by

Karen Ramsay
September 15, 2005

Monographic Acquisitions / Copy Cataloging
Monthly Statistics

2004-2005

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD
Acquisitions													
Requests Searched	849	507	525	561	781	461	269	385	1212	236	649	470	6905
Duplicates Returned	205	111	111	112	197	87	46	52	206	23	111	133	1394
Titles Ordered	500	303	312	337	481	252	161	252	887	136	497	265	4383
Volumes Added	930	912	706	641	779	871	1001	419	747	978	1149	1222	10355
Firm Orders Added	236	425	377	230	147	489	275	132	331	656	262	226	3786
SO Vols Added	16	19	11	21	15	27	16	15	13	15	11	3	182
Gifts Added	275	242	103	144	403	113	515	68	173	81	631	705	3453
Approvals Added	403	226	215	246	214	242	195	204	230	226	245	288	2934
Approvals Returned	20	10	8	11	7	12	19	7	14	6	12	4	130
Media Added	11	24	11	56	21	2	0	32	44	43	18	28	290
Invoices Processed	45	56	47	81	43	48	40	38	56	63	41	8	566
Copy Cataloging													
LC Copy	331	338	632	669	422	515	393	339	547	297	462	333	5278
Sent to Cataloging	146	68	122	225	342	168	212	348	334	59	84	83	2191
Inventory													
Barcodes Scanned	1223	924	978	2029	2863	1685	2456	2531	2067	1937	764	0	19457
Helin Corrections	108	102	144	189	169	148	246	156	112	61	52	0	1487
Items Found	29	7	24	15	56	25	68	32	17	82	7	0	362
No PZs	18	1	1	1	4	1	0	4	1	1	10	0	42
No Items	20	17	11	12	24	30	29	19	12	15	11	0	200

HELIN- MACC Unit
Monthly Statistics

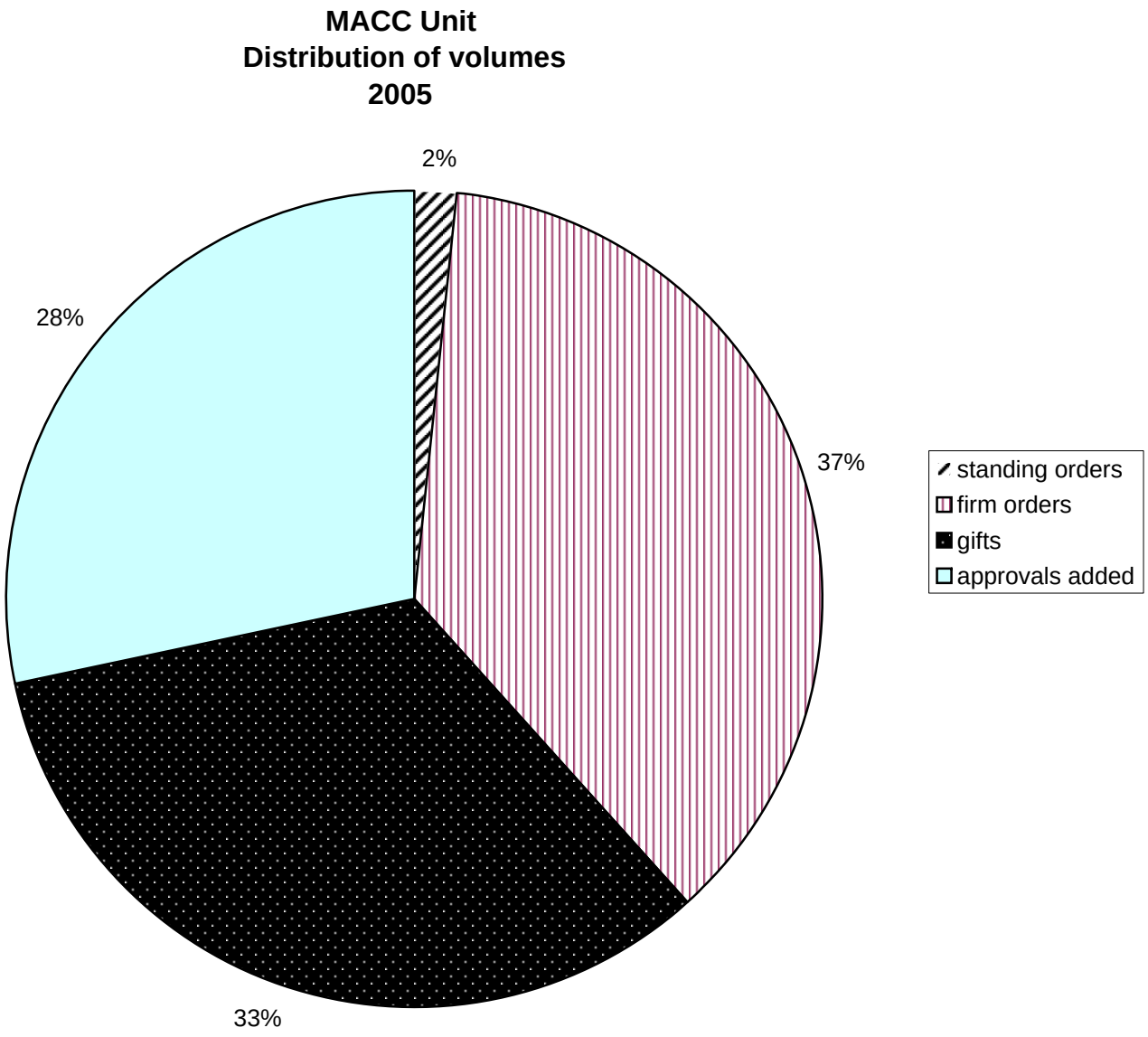
2004-2005

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD
Bibliographic Records													
New	7	1	3	10	3	3	9	7	5	1	13	3	**65**
Updates	566	394	395	375	578	320	232	607	943	237	556	287	**5490**
Deletions	33	15	17	18	15	8	6	21	15	30	21	5	**204**
Item Records													
New	54	46	25	22	37	35	42	61	14	49	36	11	**432**
Updates	282	292	334	242	329	456	295	167	537	118	45	15	**3112**
Deletions	2	5	10	5	6	3	1	7	5	7	3	1	**55**
Order Records													
New	713	522	526	579	688	487	350	438	1129	360	748	477	**7017**
Updates	921	1041	733	1671	754	1423	669	1213	825	1202	1027	1645	**13124**
Deletions	633	459	303	1058	509	416	308	748	155	944	501	816	**6850**

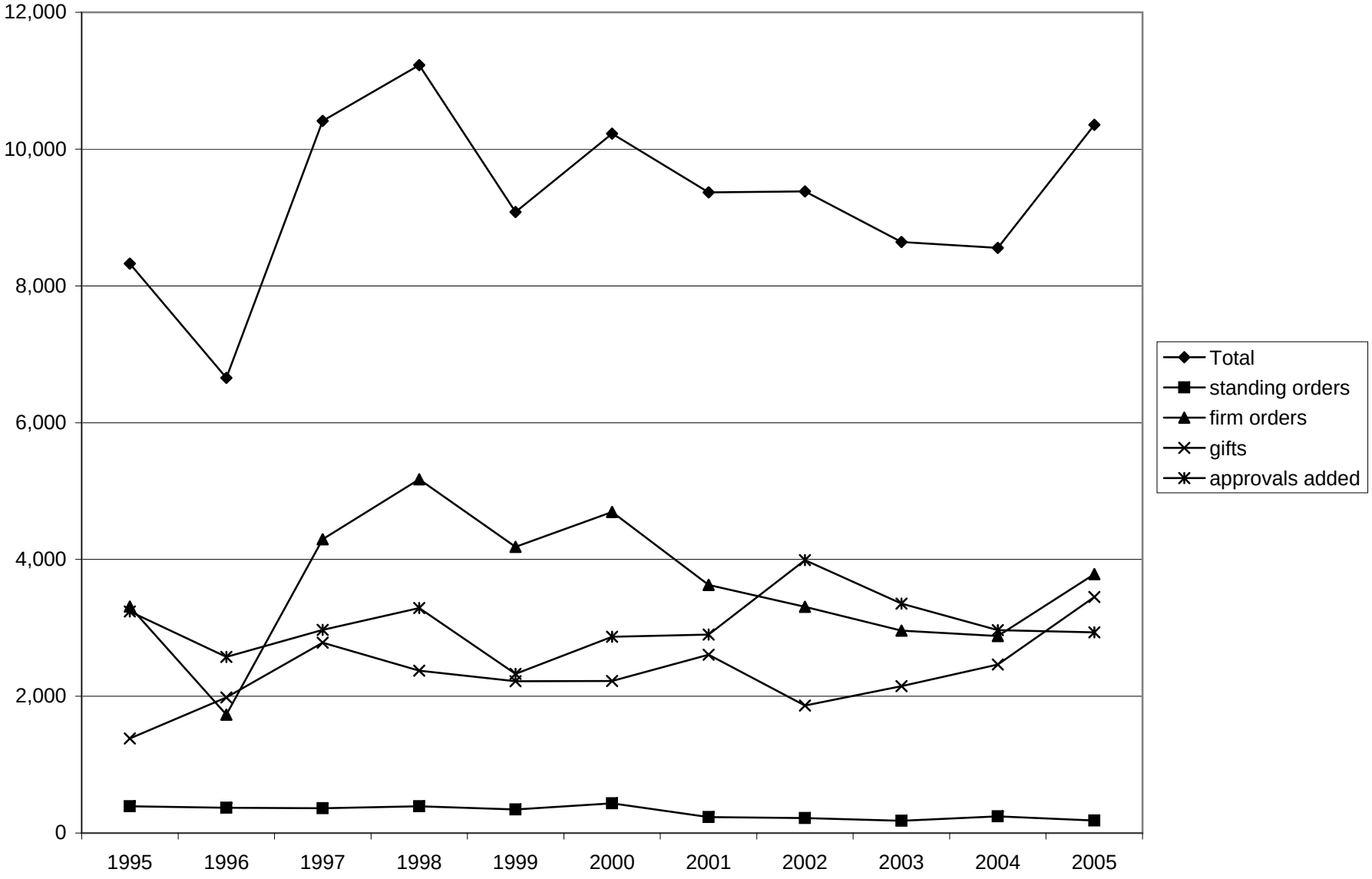
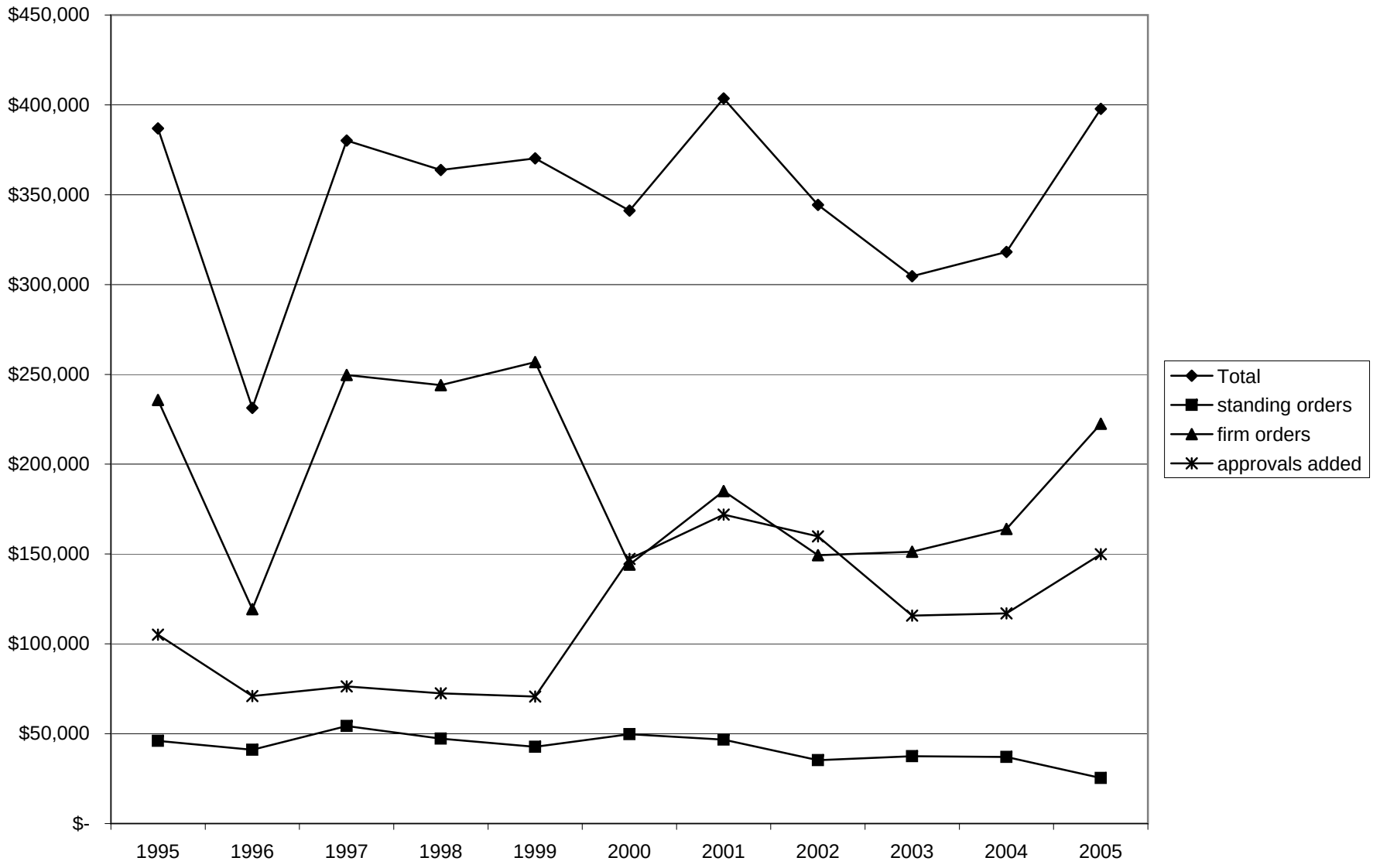
Monographic Acquisitions / Copy Cataloging

Selected Annual Statistics

	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005
Volumes											
Total	8327	6655	10412	11228	9079	10224	9369	9383	8643	8555	10355
standing orders	392	369	363	391	345	436	232	219	181	243	182
firm orders	3312	1731	4294	5172	4186	4696	3629	3308	2961	2880	3786
gifts	1384	1981	2785	2375	2220	2223	2607	1865	2147	2465	3453
approvals added	3239	2574	2970	3290	2328	2869	2901	3991	3354	2967	2934
percent change from previous year											
Total	N/A	-20%	56%	8%	-19%	13%	-8%	0%	-8%	-1%	21%
gifts	N/A	43%	41%	-15%	-7%	0%	17%	-28%	15%	15%	40%
approvals added	N/A	-21%	15%	11%	-29%	23%	1%	38%	-16%	-12%	-1%
Expenditures											
Total	$ 386,952	$ 231,318	$ 380,212	$ 363,781	$ 370,233	$ 341,171	$ 403,560	$ 344,389	$ 304,599	$ 318,163	$ 397,760
standing orders	$ 46,030	$ 41,115	$ 54,240	$ 47,202	$ 42,702	$ 49,764	$ 46,677	$ 35,224	$ 37,490	$ 37,104	$ 25,327
firm orders	$ 235,781	$ 119,261	$ 249,693	$ 244,071	$ 256,808	$ 144,176	$ 184,976	$ 149,368	$ 151,349	$ 164,019	$ 222,522
approvals added	$ 105,140	$ 70,942	$ 76,279	$ 72,508	$ 70,724	$ 147,231	$ 171,907	$ 159,797	$ 115,760	$ 117,040	$ 149,911
percent change from previous year											
Total		-40%	64%	-4%	2%	-8%	18%	-15%	-12%	4%	25%
approvals added		-33%	8%	-5%	-2%	108%	17%	-7%	-28%	1%	28%
Volume distribution											
standing orders	5%	6%	3%	3%	4%	4%	2%	2%	2%	3%	2%
firm orders	40%	26%	41%	46%	46%	46%	39%	35%	34%	34%	37%
gifts	17%	30%	27%	21%	24%	22%	28%	20%	25%	29%	33%
approvals added	39%	39%	29%	29%	26%	28%	31%	43%	39%	35%	28%
total	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Average price of volumes											
Total	$ 55.73	$ 49.49	$ 49.85	$ 41.09	$ 53.98	$ 42.64	$ 59.68	$ 45.81	$ 46.89	$ 52.24	$ 57.63
standing orders	$ 117.42	$ 111.42	$ 149.42	$ 120.72	$ 123.77	$ 114.14	$ 201.19	$ 160.84	$ 207.13	$ 152.69	$ 139.16
firm orders	$ 71.19	$ 68.90	$ 58.15	$ 47.19	$ 61.35	$ 30.70	$ 50.97	$ 45.15	$ 51.11	$ 56.95	$ 58.77
approvals added	$ 75.97	$ 35.81	$ 27.39	$ 30.53	$ 31.86	$ 66.23	$ 65.94	$ 85.68	$ 53.92	$ 47.48	$ 43.41


MACC Unit
Distribution of volumes
2005
2%
37%
33%
28%
standing orders
firm orders
gifts
approvals added

MACC Unit
Volumes added to collection
1995-2005



MACC Unit Expenditures 1995-2005