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Monographic Acquisitions and Copy Cataloging (MACC) Annual Report 2005-2006

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Monographic Acquisitions/Copy Cataloging Unit

Annual Report 2005-2006

Staffing

The MACC Unit was down one staff member due to a medical leave during the second half of the fiscal year, leaving two full time Library Technicians. Cynthia Robinson has been out of the Unit since January 10, 2006. We requested and received a temporary replacement. David Eifler began working in February and continues to work for us as we have managed several extensions of his employment.

During the 2005-2006 year, two of the MACC Unit staff submitted desk audits for a title change from Library Technician to Information Services Technician I. After reviewing the job descriptions it became clear that the latter title more accurately describes the duties and level of sophistication needed and performed by the MACC staff. Although initially denied, an appeal was conducted. Before receiving final word from the Administrator of Adjudication, the hearing was reopened for clarification by Department of Administration. We have since received word that the DOA reversed their decision and does believe that this new job title better reflects the duties of the staff. The MACC staff has continued to face all changes with enthusiasm and professionalism and should be commended for their excellent work—which will hopefully soon be realized with a change in title and increase in salary.

Hardware and Software

The MACC Unit received new computers last year as we prepared to switch from text based to Millennium software. We have made the move completely to Millennium for all Acquisitions functions, as the Acquisitions module is no longer available through the text based software. We are now in the process of re-writing the acquisitions training documentation to reflect the use of Millennium.

In June the HELIN Acquisitions Committee scheduled a demonstration by Norman Desmaris on electronic ordering using EDIFACT. With the impending change from the 10-digit to the 13-digit ISBN, we will no longer be able to electronically order materials using the BISAC format, since it cannot accommodate the new numbers. We will need to make the switch from BISAC to EDIFACT by January 2007 and preferably by the end of July before the newest update to Millennium is installed in August. As a result of the demonstration, the MACC Unit has drafted procedures on ordering using EDIFACT. Initial contact has been made with the vendors for the necessary information to modify the vendor records and ftp order files. We will be ready to make the changeover in July. Both the CCE and Pell Libraries have requested training in Kingston to learn this new ordering method. We will schedule this training as soon as Kingston has made the switch and finalized the procedures, probably in late July.

Monographs

Total monographic expenditures were down 20% in 2005-2006. The total number of volumes added to the collections (including gifts) was 10,773, up 4% from 2004-2005 (10,355). Although the purchased volumes were up 11% (7,639 from 6,902) from last year, the unit cost of the volumes purchased was down 28%. This decrease is not a true measure of the market, but due to proforma invoices paid in the 2004-2005. There was a decrease (9%) in the number of gifts this year, with a total of 3,453 volumes added. There was an increase in the number of volumes added to the collections from the Strand approval plan from 2,934 to 3,347 volumes (14%). In 2005-2006 the return rate on approvals dropped from 4% to 3%.

The MACC Unit was able to copy catalog a greater number of volumes this past year. MACC processed 80% of the volumes added to the collections. This is up from 71% in 2004-2005. Some of this increase is due to changes in procedures dealing with 856 fields.

Inventory

Our progress scanning of barcodes of the circulating collection remained steady over the past year, up slightly (3%) over 2004-2005. 1,573 HELIN corrections have been made and 249 missing items have been found in the 2005-2006 year. Over 20,000 barcodes were scanned this year, bringing the total close to 115,000 since the project began. We are currently scanning the GC's of the circulating collection. Two GSLIS students worked with us during the academic year, one in the fall and one in the spring.

We were unable to hire anyone for the summer, but hope to hire someone for the academic year and pick up the scanning again. 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

This year has been no different than any of the last few. We continue to see many changes in the field and the technologies which necessitate changes in the way MACC, and the Library as a whole, conduct our processes. Our immediate concerns lie with the changeover from BISAC to EDIFACT electronic ordering, updating/re-writing all of our procedures for acquisitions and copy cataloging, and training all staff in these changes.

Submitted by

Karen Ramsay
July 27, 2006

APPENDIX

Monographic Acquisitions / Copy Cataloging

Monthly Statistics

2005-2006

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD
Acquisitions													
Requests Searched	568	473	580	451	397	680	586	557	799	401	443	207	6142
Duplicates Returned	139	65	84	64	79	102	113	85	98	66	92	23	1010
Titles Ordered	374	314	399	305	245	506	385	375	583	268	266	135	4155
Volumes Added	795	710	625	836	702	958	753	583	1127	1687	1207	790	10773
Firm Orders Added	298	404	308	316	295	308	394	346	474	500	390	115	4148
SO Vols Added	6	17	20	13	11	12	20	10	9	9	12	5	144
Gifts Added	252	81	82	287	136	427	131	17	245	776	427	273	3134
Approvals Added	239	208	215	220	260	211	208	210	399	402	378	397	3347
Approvals Returned	0	16	4	7	7	4	1	3	17	12	16	12	99
Media Added	48	46	81	66	66	24	10	32	12	44	11	13	453
Invoices Processed	49	70	85	60	63	50	59	53	62	46	58	20	675
Copy Cataloging													
LC Copy	415	454	516	431	401	371	178	698	605	793	577	608	6047
Sent to Cataloging	103	99	167	126	109	73	83	115	183	173	134	103	1468
Inventory													
Barcodes Scanned	133	270	0	451	2495	1707	0	0	4824	5500	4643	0	20023
Helin Corrections	3	17	0	21	188	83	0	0	166	209	137	749	1573
Items Found	1	1	0	2	66	12	0	0	73	30	42	22	249
No PZs	0	1	0	0	2	4	0	0	30	4	4	0	45
No Items	1	5	0	6	38	21	0	0	49	77	39	0	236

HELIN- MACC Unit

Monthly Statistics

2005-2006

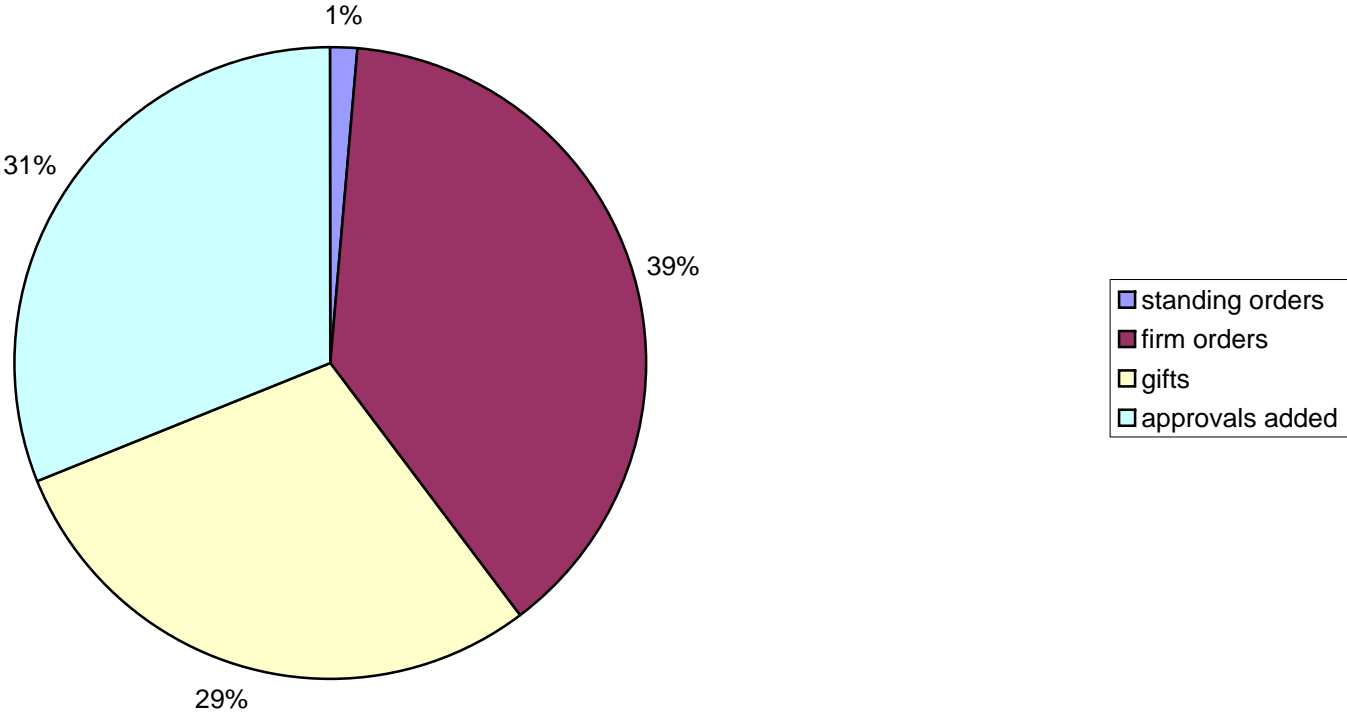
	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD
Bibliographic Records													
New	21	6	0	3	1	1	1	0	0	0	2	2	37
Updates	387	338	480	327	327	524	510	526	613	287	289	164	4772
Deletions	13	45	11	7	2	8	49	26	12	15	7	2	197
Item Records													
New	7	21	41	33	54	16	141	106	0	0	248	0	667
Updates	170	34	29	254	235	75	29	28	86	253	171	954	2318
Deletions	7	1	2	13	7	9	2	3	2	5	7	1	59
Order Records													
New	614	527	612	522	502	695	589	577	970	658	614	524	7404
Updates	1759	2039	1492	1520	1479	1075	1555	1557	1722	1453	1666	663	17980
Deletions	618	1212	1112	840	962	411	762	824	528	431	434	176	8310

Monographic Acquisitions / Copy Cataloging

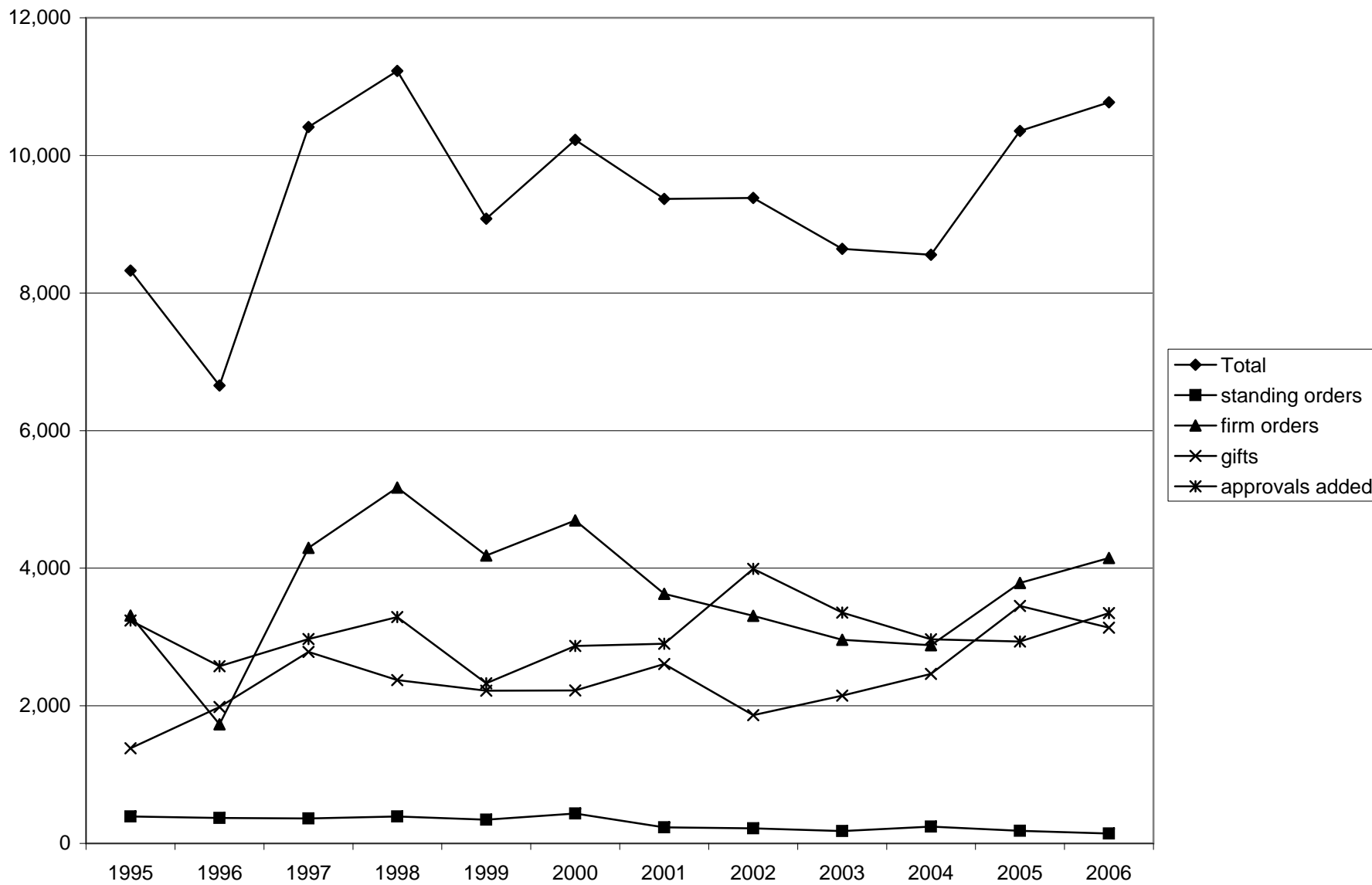
Selected Annual Statistics

	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006
Volumes												
Total	8327	6655	10412	11228	9079	10224	9369	9383	8643	8555	10355	10773
standing orders	392	369	363	391	345	436	232	219	181	243	182	144
firm orders	3312	1731	4294	5172	4186	4696	3629	3308	2961	2880	3786	4148
gifts	1384	1981	2785	2375	2220	2223	2607	1865	2147	2465	3453	3134
approvals added	3239	2574	2970	3290	2328	2869	2901	3991	3354	2967	2934	3347
percent change from previous year												
Total		-20%	56%	8%	-19%	13%	-8%	0%	-8%	-1%	21%	4%
gifts		43%	41%	-15%	-7%	0%	17%	-28%	15%	15%	40%	-9%
approvals added		-21%	15%	11%	-29%	23%	1%	38%	-16%	-12%	-1%	14%
Expenditures												
Total	\$ 386,952	\$ 231,318	\$ 380,212	\$ 363,781	\$ 370,233	\$ 341,171	\$ 403,560	\$ 344,389	\$ 304,599	\$ 318,163	\$ 397,760	\$ 319,173
standing orders	\$ 46,030	\$ 41,115	\$ 54,240	\$ 47,202	\$ 42,702	\$ 49,764	\$ 46,677	\$ 35,224	\$ 37,490	\$ 37,104	\$ 25,327	\$ 24,310
firm orders	\$ 235,781	\$ 119,261	\$ 249,693	\$ 244,071	\$ 256,808	\$ 144,176	\$ 184,976	\$ 149,368	\$ 151,349	\$ 164,019	\$ 222,522	\$ 196,585
approvals added	\$ 105,140	\$ 70,942	\$ 76,279	\$ 72,508	\$ 70,724	\$ 147,231	\$ 171,907	\$ 159,797	\$ 115,760	\$ 117,040	\$ 149,911	\$ 98,278
percent change from previous year												
Total		-40%	64%	-4%	2%	-8%	18%	-15%	-12%	4%	25%	-20%
approvals added		-33%	8%	-5%	-2%	108%	17%	-7%	-28%	1%	28%	-34%
Volume distribution												
standing orders	5%	6%	3%	3%	4%	4%	2%	2%	2%	3%	2%	1%
firm orders	40%	26%	41%	46%	46%	46%	39%	35%	34%	34%	37%	39%
gifts	17%	30%	27%	21%	24%	22%	28%	20%	25%	29%	33%	29%
approvals added	39%	39%	29%	29%	26%	28%	31%	43%	39%	35%	28%	31%
total	100%	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	\$ 41.78
standing orders	\$ 117.42	\$ 111.42	\$ 149.42	\$ 120.72	\$ 123.77	\$ 114.14	\$ 201.19	\$ 160.84	\$ 207.13	\$ 152.69	\$ 139.16	\$ 168.82
firm orders	\$ 71.19	\$ 68.90	\$ 58.15	\$ 47.19	\$ 61.35	\$ 30.70	\$ 50.97	\$ 45.15	\$ 51.11	\$ 56.95	\$ 58.77	\$ 47.39
approvals added	\$ 75.97	\$ 35.81	\$ 27.39	\$ 30.53	\$ 31.86	\$ 66.23	\$ 65.94	\$ 85.68	\$ 53.92	\$ 47.48	\$ 43.41	\$ 31.36

MACC Unit
Distribution of volumes
2006



MACC Unit Volumes added to collection 1995-2006



MACC Unit Expenditures 1995-2006

