

2007

Monographic Acquisitions and Copy Cataloging (MACC) Annual Report 2006-2007

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Monographic Acquisitions/Copy Cataloging Unit

Annual Report 2006-2007

Staffing

The MACC Unit continued to be down one staff member due to a medical leave as we entered the new fiscal year. Cynthia Robinson (Library Technician) had been out of the Unit since January 10, 2006. We requested and received a temporary replacement. David Eifler began working in February of 2006 and continued to work for us into January of 2007, at which time he left to be a sabbatical replacement at Roger Williams University. Cynthia Robinson has since left the position. Although a request to fill has been submitted, the position remains vacant. To handle the ordering, receiving, and processing of materials the two full time Pat Gardiner and Lisa Zinser (Library Information Technician I) have been working overtime (up to five hours each a week).

In September of 2006 the MACC Unit moved from the Lower Level to the Technical Services suite on the second floor. The old electronic classroom (rm. 270) was dismantled and the wall broken down between it and the Technical Services work room. This area was opened up and reconfigured to house both processing/binding and MACC. The move has made it easier to work with Cataloging and Processing now that we are all in the same area.

Hardware and Software

The MACC Unit procedures were reviewed and revised during the summer of 2006. With the switch to Millennium, all procedures (Acquisitions and Copy Cataloging) needed updating. All training documentation has been revised.

We successfully moved from BISAC to EDIFACT. Kingston was the first to make the switch over. After contacting vendors, gathering specs and making changes, we are now placing our orders electronically using this new method. Some training was needed, since the process involves more steps. Once in place procedures were updated. Both CCE and Pell made the switch after these procedures were revised.

Monographs

Total monographic expenditures were down 20% in 2005-2006 and down an additional 5% in 2006-2007. The total number of volumes added to the collections (including gifts) was 8886, down 18% from 2005-2006 (10,773). Total purchased volumes were down 16% (6,417 from 7,639) from last year. There was a decrease (21%) in the number of gifts this year, with a total of 2,469 gift volumes added. There was a decrease in the number of volumes added to the collections from the Strand approval plan from 3,347 to 2,546 volumes (24%). In 2006-2007 the return rate on approvals was 4%.

The MACC Unit was also ordering materials for the new Curriculum Materials Library (CML). A total of 732 books, 209 sets/kits, DVDs, puppets, games, posters and maps were searched, ordered and received for the CML. MACC handled an additional \$33,225 in orders and invoices for this library in the spring semester 2007 (not reflected in the expenditures, since these funds came from special grant monies). In addition to

purchased materials, the CML received many boxes of textbooks and kits as gifts from various publishers which have yet to be unpacked, counted or processed. All purchased materials have been received and most have been processed. The gifts will be processed as soon as space allows, since the CML space is not yet ready to be stocked and staffed. A complete set of processing procedures, including location codes, loan rules and labels were created for these materials. The MACC staff (down in number) is commended for the efficient ordering and processing of these additional materials under the time constraints to get this new Library up and running.

Inventory

We did not make much progress with the inventory this year. MACC was unable to hire a student until into the spring semester. The decision was made to inventory the JUV/YA collection. There were just over 3,000 volumes in this collection, which was moved to the main floor, outside the new CML. We expect to complete the inventory by the end of the summer and pick up where we left off in the G's. 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.

Submitted by

Karen Ramsay
September 24, 2007

APPENDIX

Monographic Acquisitions / Copy Cataloging

Monthly Statistics

2006-2007

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD
Acquisitions													
Requests Searched	323	476	590	636	691	444	582	462	546	62	57	284	5153
Duplicates Returned	48	49	42	55	39	47	51	39	41	0	0	63	474
Titles Ordered	222	345	450	490	557	327	418	287	407	54	10	183	3750
Volumes Added	847	907	1367	825	685	623	862	874	514	585	527	270	8886
Firm Orders Added	308	197	348	454	447	359	450	388	273	267	206	14	3711
SO Vols Added	15	14	14	23	20	5	22	5	15	8	16	3	160
Gifts Added	120	534	849	148	4	37	188	279	42	11	4	253	2469
Approvals Added	404	162	156	200	214	222	202	202	184	299	301	0	2546
Approvals Returned	18	30	5	4	5	6	5	6	8	9	13	0	109
Media Added	33	8	40	107	112	25	10	11	96	31	17	0	490
Invoices Processed	45	50	64	87	110	68	86	58	79	71	57	12	787
Copy Cataloging													
LC Copy	450	302	533	529	492	322	582	377	342	545	549	460	5483
Sent to Cataloging	105	52	132	161	141	78	167	139	62	129	142	299	1607
Inventory													
Barcodes Scanned	0	0	0	0	0	0	657	0	0	0	22	0	679
Helin Corrections	0	0	0	0	0	0	0	48	51	133	74	66	372
Items Found	25	6	0	0	0	0	1	18	5	4	3	7	69
No PZs	0	0	0	0	0	0	11	10	4	17	23	12	77
No Items	0	0	0	0	0	0	0	40	13	11	11	16	91

HELIN- MACC Unit

Monthly Statistics

2006-2007

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD
Bibliographic Records													
New	3	0	0	0	0	1	1	0	0	0	1	0	6
Updates	252	602	554	539	632	780	689	880	1066	424	714	725	7857
Deletions	5	6	28	16	14	16	9	9	10	13	15	8	149
Item Records													
New	0	1	0	1	0	0	15	353	222	267	673	348	1880
Updates	108	52	423	400	204	5	132	1083	550	301	477	596	4331
Deletions	2	0	12	0	8	1	1	7	10	54	7	2	104
Order Records													
New	613	496	600	686	759	543	601	474	587	363	584	183	6489
Updates	1552	1323	1232	1170	959	735	1091	665	953	589	656	500	11425
Deletions	396	308	308	0	2	2	3	1	9	3	3	20	1055

Monographic Acquisitions / Copy Cataloging

Selected Annual Statistics

	2003	2004	2005	2006	2007
Volumes					
Total	8643	8555	10355	10773	8886
standing orders	181	243	182	144	160
firm orders	2961	2880	3786	4148	3711
gifts	2147	2465	3453	3134	2469
approvals added	3354	2967	2934	3347	2546
percent change from previous year					
Total	-8%	-1%	21%	4%	-18%
gifts	15%	15%	40%	-9%	-21%
approvals added	-16%	-12%	-1%	14%	-24%

Expenditures

Total	\$ 304,599	\$ 318,163	\$ 397,760	\$ 319,173	\$ 303,998
standing orders	\$ 37,490	\$ 37,104	\$ 25,327	\$ 24,310	\$ 23,248
firm orders	\$ 151,349	\$ 164,019	\$ 222,522	\$ 196,585	\$ 203,050
approvals added	\$ 115,760	\$ 117,040	\$ 149,911	\$ 98,278	\$ 77,700

percent change from previous year

Total	-12%	4%	25%	-20%	-5%
approvals added	-28%	1%	28%	-34%	-21%

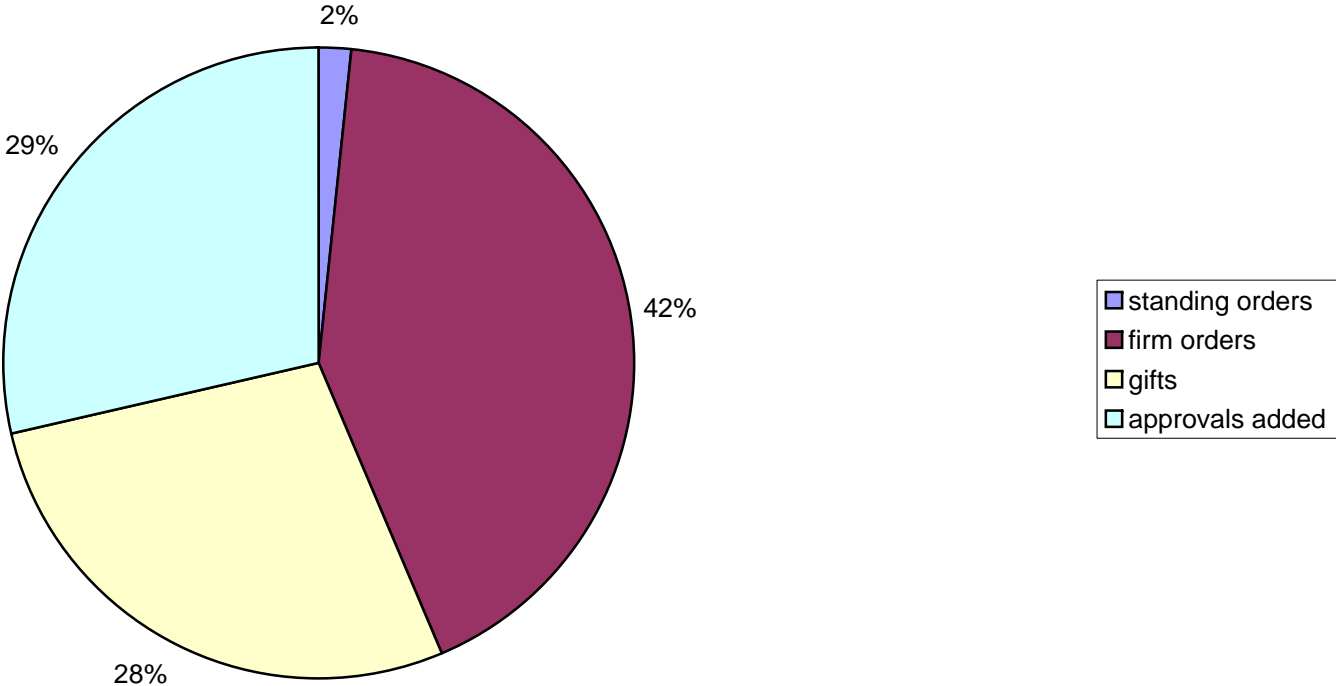
Volume distribution

standing orders	2%	3%	2%	1%	2%
firm orders	34%	34%	37%	39%	42%
gifts	25%	29%	33%	29%	28%
approvals added	39%	35%	28%	31%	29%
total	100%	100%	100%	100%	100%

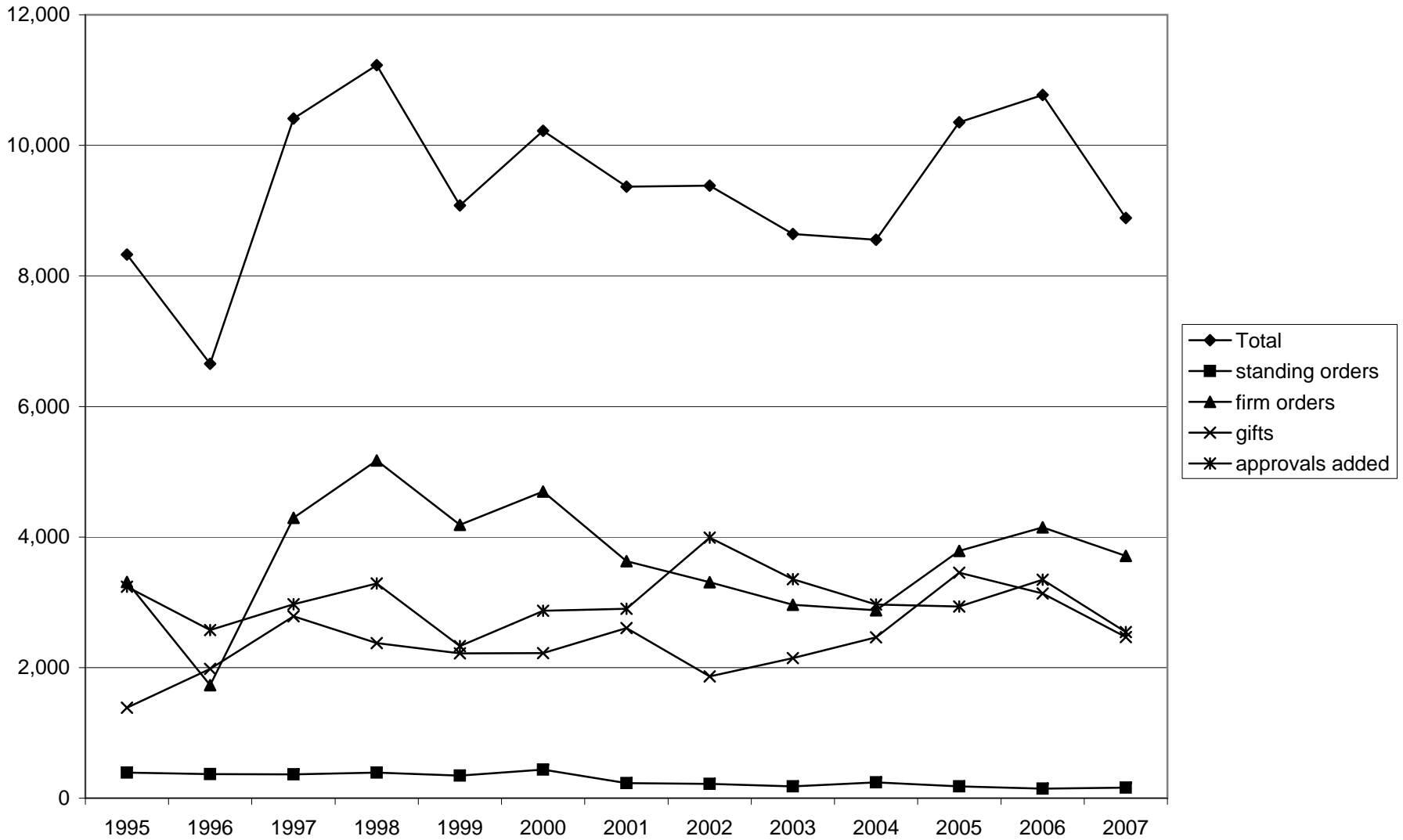
Average price of volumes

Total	\$ 46.89	\$ 52.24	\$ 57.63	\$ 41.78	\$ 47.37
standing orders	\$ 207.13	\$ 152.69	\$ 139.16	\$ 168.82	145.30
firm orders	\$ 51.11	\$ 56.95	\$ 58.77	\$ 47.39	\$ 54.72
approvals added	\$ 53.92	\$ 47.48	\$ 43.41	\$ 31.36	3147%

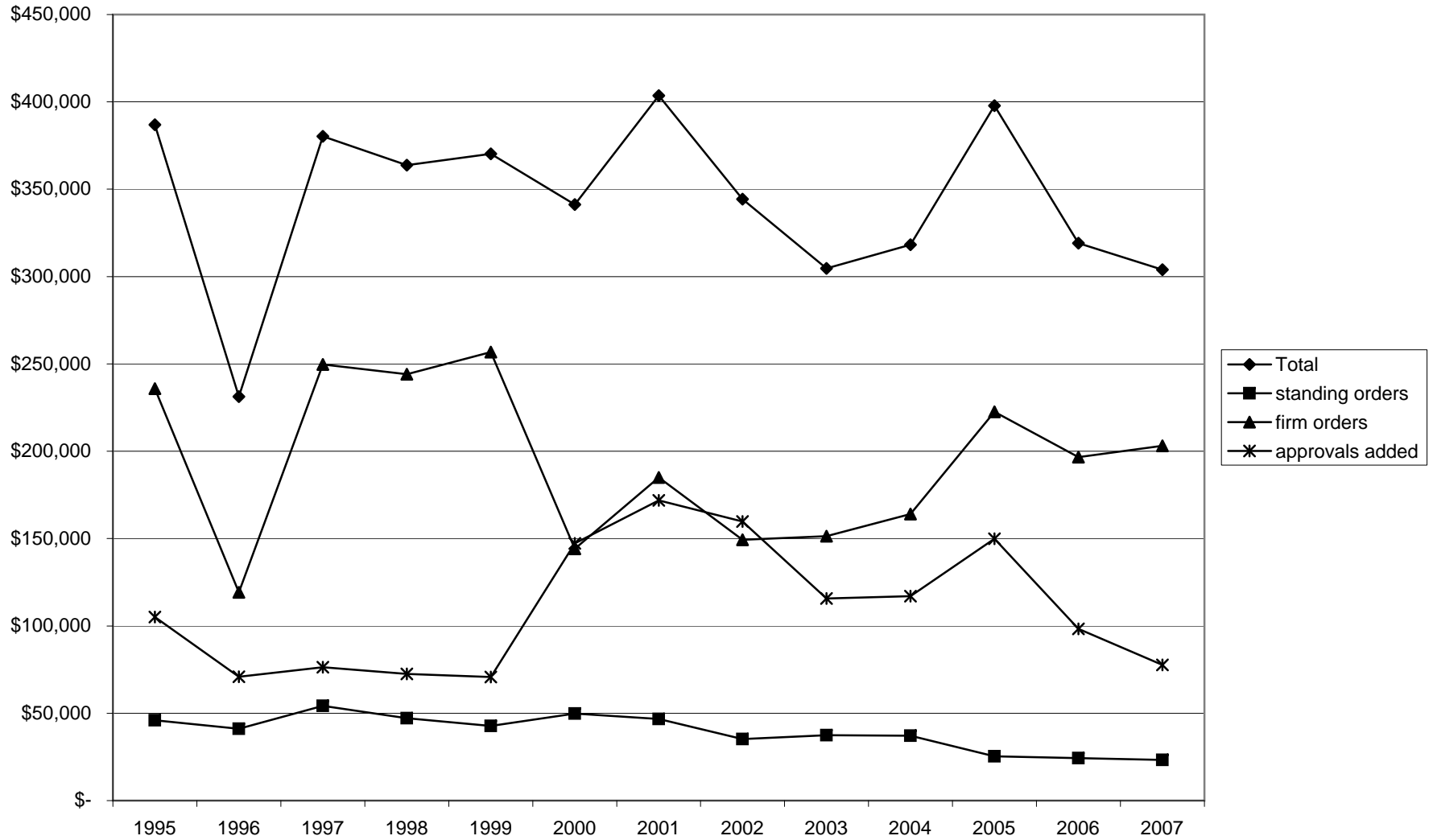
MACC Unit
Distribution of volumes
2007



MACC Unit Volumes added to collection 1995-2007



MACC Unit Expenditures 1995-2007



Monographic Acquisitions / Copy Cataloging

Selected Annual Statistics

	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007
Volumes													
Total	8327	6655	10412	11228	9079	10224	9369	9383	8643	8555	10355	10773	8886
standing orders	392	369	363	391	345	436	232	219	181	243	182	144	160
firm orders	3312	1731	4294	5172	4186	4696	3629	3308	2961	2880	3786	4148	3711
gifts	1384	1981	2785	2375	2220	2223	2607	1865	2147	2465	3453	3134	2469
approvals added	3239	2574	2970	3290	2328	2869	2901	3991	3354	2967	2934	3347	2546
percent change from previous year													
Total		-20%	56%	8%	-19%	13%	-8%	0%	-8%	-1%	21%	4%	-18%
gifts		43%	41%	-15%	-7%	0%	17%	-28%	15%	15%	40%	-9%	-21%
approvals added		-21%	15%	11%	-29%	23%	1%	38%	-16%	-12%	-1%	14%	-24%
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	\$ 303,998
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	\$ 23,248
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	\$ 203,050
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	\$ 77,700
percent change from previous year													
Total		-40%	64%	-4%	2%	-8%	18%	-15%	-12%	4%	25%	-20%	-5%
approvals added		-33%	8%	-5%	-2%	108%	17%	-7%	-28%	1%	28%	-34%	-21%
Volume distribution													
standing orders	5%	6%	3%	3%	4%	4%	2%	2%	2%	3%	2%	1%	2%
firm orders	40%	26%	41%	46%	46%	46%	39%	35%	34%	34%	37%	39%	42%
gifts	17%	30%	27%	21%	24%	22%	28%	20%	25%	29%	33%	29%	28%
approvals added	39%	39%	29%	29%	26%	28%	31%	43%	39%	35%	28%	31%	29%
total	100%	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	\$ 47.37
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	\$ 145.30
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	\$ 54.72
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	\$ 3147%