

1998

Acquisitions Unit Annual Report 1997-1998

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ACQUISITIONS UNIT

**Annual Report
1997/98**

**Martha Kellogg
Head, Acquisitions Unit
July 13, 1998**

**ACQUISITIONS UNIT
ANNUAL REPORT
1997/98**

The Acquisitions Unit (Monograph ordering and receiving section; Serial ordering and receiving section; and Binding and Processing section) continued to operate during 1997/98 with eight support staff and one Acquisitions librarian. All staff worked very hard all year to maintain the continuing workflow in all Acquisitions areas. New and ongoing automation projects, primarily through the III integrated library system, expedited some acquisitions tasks, but in some ways increased the load on Acquisitions staff. Major projects for the year are described below:

MONOGRAPHS

1. With a large serial cancellation project for 1998, more funds were directed to monograph purchases, a trend continuing for the last three years, as statistics for books received indicates:

| <u>Fiscal year</u> | <u>Volumes received</u> |
|--------------------|-------------------------|
| 1997/98 | 11,523 |
| 1996/97 | 10,644 |
| 1995/96 | 7,120 |

Since the Library cancelled its approval plans (except for the arrangement with the Strand Book Store), all books are ordered individually as firm orders. This is a very labor-intensive process: download each order from OCLC into III; track the orders; receive the books; and enter all payments into III. The two monograph technicians work hard to maintain an efficient flow of work in the monograph ordering/receiving process. Electronic ordering, which we use with several vendors, speeds the orders but requires a greater level of judgement at the time of order. The arrangement with Strand provides "review copies" of books at a large discount, but Strand cannot supply electronic invoices and the large monthly shipments are unwieldy to handle.

2. The long awaited project to outsource cataloging and processing of monographs through a partnership with Yankee Book Peddler (YBP) and OCLC PromptCat finally began with the first orders in March 1998. The Library places firm orders with Yankee through HELIN, receives cataloging records and updates to order records electronically from OCLC, and receives books shelf-ready with call numbers, barcodes, tattle tapes, etc. from Yankee. We worked closely with Bob Aspri, HELIN systems librarian, OCLC, and Yankee to bring this project to reality. There are still some bugs to be worked out in various aspects of the process, and we find that a greater level of judgement is required at the time of order for PromptCat titles.

SERIALS

1. **Electronic claiming.** The Serial section began the fiscal year with the implementation of electronic serials claiming through an interface between EBSCO (the Library's primary serials vendor) and III's Serials Module in the HELIN catalog. After a "subscriber number" was entered for each serial received from EBSCO (entered into HELIN by EBSCO staff in the summer of 1997), claims

for missing or late issues are sent electronically to EBSCO every week. We find that claim response is much better than it was with the previous method of printed claims sent via US mail.

2. Cancellation project. A major serial cancellation project was undertaken for 1998. Approximately 230 titles totaling over \$200,000.00 were cancelled to bring the serial/monograph ratio for the library more in line with accepted percentages. This was a complicated project involving cancellation of titles and reinstatements based on consultation with faculty. Records in HELIN had to be updated twice; once to indicate each title canceled, and again to close out titles as they ceased beginning with January 1998, a very labor-intensive process.
3. Electronic journals. 1997/98 saw the Library's first serious introduction of electronic journals into the HELIN Web catalog, allowing access to full text journals online over the Internet. Technical Services and Public Services worked together to develop procedures for entering data and for directing patrons to online resources. Several HELIN committees (Cataloging/Database Maintenance, Serials, Reference, and a new ad hoc Web Policy Committee) also cooperated to develop compatible records and procedures.

The URI Library ordered the full Project Muse suite of electronic journals (28 titles) as well some titles that transferred from paper to electronic publication, and other titles offered in electronic format by the publisher. Many federal government electronic publications are also being entered into the HELIN catalog by the MARCIVE project which supplies cataloging records for government pubs. At the beginning of the next fiscal year (July 1998), the Library also purchased ABI/Inform ProQuest Direct and Lexis-Nexis which will add more online offerings to patrons. We are aware that the adoption of electronic journals into the HELIN catalog has many implications for the Acquisitions and Catalog Units. Technical Services will continue to pursue these issues in the coming year.

BINDING AND PROCESSING

The Binding section underwent a major change this year when our binder for the past fifteen years, Ridley Bindery of Ithaca, NY, lost the state binding bid to Bridgeport Binders of Agawam, Mass. Procedural problems in the bid process delayed binding during the summer. There was a difficult transition period, requiring review of all the bound volumes received from the new binder. Although we believe Ridley did a superior job of binding, the state denied our request for a rebid, so Bridgeport will be with us for three years. When the binding bid is up for renewal in 1999/2000, make sure that URI insists that the original specifications, which Ridley adhered to, are included with the bid proposal form.

The Processing/Mending section, which does not have its own supervisor, was on occasion backlogged, as student workers were not always available and no staff member is assigned full-time to this position. If a greater percentage of books are ordered from the Yankee/PromptCat procedure, it will cut back on books requiring processing. Mending (book repair) is always needed, however. There is a long-standing backlog of books needing evaluation, repair, rebinding, or replacement and a staff member to supervise and train students in this job would be very helpful.

ACQUISITIONS UNIT

| MONOGRAPH STATISTICS - 1997/98 | | | | | | | | | | | | | |
|--------------------------------|-----|------|------|------|-----|-----|------|-----|-----|-----|-----|------|-------|
| | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | YTD |
| Orders searched | 786 | 766 | 180 | 554 | 402 | 694 | 539 | 652 | 721 | 570 | 575 | 602 | 7041 |
| -Duplicates returned | 206 | 196 | 38 | 209 | 167 | 207 | 155 | 202 | 166 | 12 | 204 | 180 | 1942 |
| Titles ordered | 580 | 560 | 142 | 345 | 235 | 481 | 388 | 450 | 528 | 558 | 571 | 422 | 5260 |
| Titles claimed | | | 153 | 0 | 0 | | | 35 | 117 | 67 | 0 | 0 | 372 |
| Volumes received | 943 | 1287 | 1281 | 1224 | 603 | 735 | 1009 | 678 | 753 | 782 | 961 | 1267 | 11523 |
| -Firm orders rec'd | 406 | 332 | 487 | 474 | 310 | 327 | 625 | 324 | 442 | 368 | 528 | 549 | 5172 |
| -S.O. vols rec'd | 54 | 39 | 30 | 37 | 13 | 34 | 35 | 38 | 22 | 33 | 25 | 31 | 391 |
| -Gifts rec'd | 213 | 641 | 490 | 439 | 0 | 78 | 73 | 44 | 17 | 109 | 133 | 138 | 2375 |
| -Approvals rec'd | 270 | 275 | 274 | 274 | 280 | 296 | 276 | 272 | 272 | 272 | 275 | 549 | 3585 |
| Approvals returned | 20 | 29 | 10 | 28 | 18 | 25 | 29 | 30 | 21 | 30 | 25 | 30 | 295 |
| Mforms received | 1 | 0 | 0 | 18 | 0 | 0 | 0 | 17 | 0 | 1 | 0 | 0 | 37 |
| Media received | 0 | 0 | 1 | 3 | 8 | 33 | 14 | 23 | 2 | 23 | 2 | 2 | 111 |
| Invoices processed | 111 | 86 | 54 | 89 | 77 | 110 | 80 | 81 | 113 | 88 | 97 | 91 | 1077 |

