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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:

Fiscal year	Volumes received
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

ACQUISITIONS UNIT

SERIAL STATISTICS - 1997/98													
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD
Volumes withdrawn	8	14	6	20	4	1	3	9	3	4	35	30	137
Titles added	29	21	20	39	5	7	45	35	23	31	32	11	298
Volumes added	135	182	631	604	656	409	665	413	622	688	612	717	6334
-To checklist	135	182	196	166	120	188	231	160	154	144	127	175	1978
-By binding		0	435	438	536	221	434	253	468	544	485	542	4356
Total volumes bound	0	0	435	438	536	221	438	258	470	612	670	737	4815
Volumes processed	3744	2025	2683	3309	1515	2132	1587	2313	2512	2303	787	1988	26898
Volumes temp bound	43	0	0	0	36	0	45	0	48	11	10	0	193
Volumes mended	23	15	0	11	22	23	26	47	141	105	0	26	439
Mform pieces added	4072	1760	261	1736	1558	1719	1589	1616	1799	1548	1669	2464	21791
-Mfilm	45	38	60	40	25	78	55	44	60	82	35	50	612
-Mfiche	4027	1722	201	1696	1533	1641	1534	1572	1739	1466	1634	2414	21179
Dead serials added	412	1130	1289	36	0	0	0	0	0	0	0	0	2867
UL updates		225	118	0	0	0	0	0	0	0	0	0	343