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Acquisitions Unit Annual Report 1991-1992

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ACQUISITIONS UNIT
Annual Report
1991/1992

Robin B. Devin
Head, Acquisitions
21 August 1992

The 1991/92 year was a very busy year for the Acquisitions Unit and in many ways a very difficult one. The Library construction project often made the physical working conditions extremely unpleasant. Temperature extremes, excessive noise, and dust were a regular part of the work week. The unit moved into new offices during March which are quite attractive and will hopefully be comfortable when the construction project is completed. But this project, combined with the equivalent of 19 months of staff vacancies caused the unit to endure a very stressful year.

MONOGRAPHS

The Monographs Section saw a 25% increase in its workload due largely to the results of the earlier serials cancellation project. This resulted in an expansion of our approval program to a point where our approval spending is now approaching 1/2 million dollars. Approval receipts increased almost 50% over the previous year's figures.

The most important change in the Monographs Unit, however, was the implementation of the Acquisitions module of INNOPAC. Training for the implementation of the automated system began in January. By April we sent out our first orders using INNOPAC and by June we had begun receiving monographs on the system. Orders were produced primarily by exporting bibliographic records from OCLC into the acquisitions system and then producing purchase orders. Approval books were entered into INNOPAC by loading a computer tape supplied by Baker and Taylor, our approval vendor.

The Monographs staff was able to implement the new automated system very quickly and efficiently. They deserve recognition for their competent handling of such a major change in their workflow in the midst of an already hectic year.

SERIALS

During fiscal year 1991/92 the Serials Section suffered a chronic staff shortage. Remaining staff worked hard to complete their assigned duties as well as assisting with tasks of the vacant positions. Because of their diligent efforts, the Section managed to maintain its basic work flow, but service to patrons was adversely affected, especially with the library technician vacancy in the Current Periodical Room. By the end of the fiscal year, all serials positions were finally filled and new staff are well on their way to learning the mechanics of the automated serials system and our own particular policies and procedures. In spite of its constricted staff, the Section can point to several accomplishments during the 1991/92:

1) Serials (along with the rest of Acquisitions) moved to new quarters on the north side of the ground floor, now called the "lower level." The Current Periodical Room moved two times during the year: first to the old Galanti Lounge in January, and later, in March, to its permanent location on the north side of the new "first" floor. Because CPR is sharing space with the Reference Unit on a temporary basis, it has yet to assume its full size as planned in the building renovation. Seating for patrons is minimal, and will remain so until CPR eventually regains its allotted space. The recabling of the terminals for the automated serials system (twice for the CPR terminals) was accomplished with a minimum of disruption, although a few terminals were out of commission for about one week. The moves of materials, staff, and computer equipment went smoothly for the most part, and staff are happy with the new locations.

2) The remaining canceled titles from the 1991 cancellation project were closed out. Using new funds from a Special Needs account provided by the Provost, 88 new serial subscriptions were entered for the Business, Education, and Psychology Departments; the first new serials orders in several years. A few new titles were also entered as drop/add's for several departments.

3) The first new Serials List from URI's records in the CRIARL Union List database was produced in August 1991. The new Serials List, which was somewhat different in format and arrangement than the previous list, caused some consternation. The next edition of the list to be produced in summer 1992 will include cross references which, it is hoped, will alleviate some of the difficulty in its use.

4) Pell and CCE Libraries changed their dedicated and dial-up telecommunications lines to Faxon for serials. They now access Faxon via the Internet, thereby eliminating telecommunications charges.

5) Faxon announced that it will soon no longer support the IBM-based SC-10 serials system as it is presently configured. Discussions were begun on whether to transfer our serials data to Faxon's DEC-based Faxon Manger system during the coming year or whether to migrate to INNOPAC'S serials module.

BINDING & PROCESSING

The work load in binding and processing remained fairly stable during the past year. However staff vacancies in the unit resulted in decreased service. Due to lack of staff we were no longer able to handle binding for University departments outside the Library. Previously we had sent approximately 475 volumes annually to our binder from departments outside the Library. That service was discontinued this year because we no longer had staff available to process these volumes.

Mid-year we were also forced to discontinue sending volumes forwarded from Circulation to the bindery for re-binding. A cutback was made in our lamination service as well. These services were resumed in May once the Unit has fully staffed.

STAFF

Although the Acquisitions Unit began the 1991/92 year fully staffed, personnel transfers resulted in three out of eleven classified positions becoming vacant during the first half of the year. Each of these positions remained vacant for approximately 6 months. As a result some services were temporarily discontinued and job responsibilities were re-arranged. We were able to continue essential job duties only with the help of the extensive overtime put in by Pauline Contois and Mary Piezzo with some additional assistance from Katie Farrell.

As the vacancies were filled, job duties were re-assigned. The specific changes are outlined on the Personnel Changes chart. The overall result was the transfer of 1/2 of a senior clerk typist position from Serials to Monographs to assist with the increased workload and the implementation of the INNOPAC Acquisitions module.

A change was also made in the work hours of the Current Periodical Room staff. The vacant Library Technician position was changed from Tuesday-Saturday 9-5 to Sunday-Thursday 1-9PM. The other Library Technician position was changed from Monday-Friday 8-4 to Tuesday-Saturday 8-4. This change allowed us fuller coverage of the CPR information desk with full-time staff thus reducing our reliance on student assistants. It is hoped that this change will provide improved public service in the current Periodicals Room.

By May the Unit was finally fully staffed once again. We were thus able to end the year with no major backlogs thanks to a tremendous effort throughout the year by all of the Acquisitions staff.

AUTOMATION

Changes in automation continue to make acquisitions work exciting and challenging. The automation of our monographs acquisitions work was, of course, the biggest change that took place in the Unit during the past year. Another automation change that occurred was the transfer from the OCLC First system to OCLC Prism. This change involved the re-training of our entire staff.

The Assistant Acquisitions Librarian, Martha Kellogg, became adept at linking into various electronic newsletters via Internet and Bitnet. Her knowledge proved to be a valuable asset in keeping us up-to-date on developments in the field as well as a method of getting recommendations on the handling of some of the many problems that arise in acquisitions work.

The coming year will definitely be one of transition for the serials control system. We will be overwhelmed by the work involved with transferring to a new automated system. As always the staff should be commended for their flexibility and hard work during the past year.

ACQUISITIONS UNIT

Expenditures

<u>Serials</u>	<u>1990/91</u>	<u>1991/92</u>
Renewals	1,086,855	1,106,472
New Subscriptions	-0-	10,000
Replacement	-0-	<u>1,320</u>
	<u>1,086,855</u>	<u>1,117,792</u>
 <u>Monographs</u>		
Firm orders	135,436	158,773
Approvals	224,758	458,169
Standing orders	<u>38,619</u>	<u>41,027</u>
	398,813	657,969
 Total	 1,485,668	 1,775,761

ACQUISITIONS UNIT

Statistics

<u>Monographs</u>	<u>91/92</u>	<u>90/91</u>	<u>% change</u>
Orders searched (total)	14,258	11,796	+ 21
requests searched	12,794	10,428	+ 23
duplicates returned	1,464	1,368	+ 7
Titles ordered	3,814	3,255	+ 17
Titles claimed	1,639	2,073	- 21
Volumes received (not including MForm)	16,654	13,166	+ 26
approvals received(excl.returns)	10,831	7,567	+ 43
approvals returned	(792)	(439)	+ 80
Firm orders received(excl.returns)	2,407	3,028	- 21
S.O. volumes received(excl.returns)	409	610	- 33
gifts received(excl.titles rejected)	3,007	1,961	+ 53
Microforms received	93	56	+ 66
Media received	357	168	+113
Invoiced processed	711	454	+ 57
 <u>Serials</u>			
Volumes withdrawn	62	27	+130
Titles added	254	310	- 18
Volumes added	8,744	9,024	- 3
vols.added to Checklist	2,564	2,507	+ 2
vols.added to Binding	6,180	6,517	- 5
Total volumes bound	7,226	7,476	- 3
Volumes processed	36,061	33,204	+ 9
Volumes temp.bound	964	448	+115
Volumes mended	889	790	+ 13
MForm pieces added	142,816	30,757	+364
Mfilm	710	1,198	- 41
MFiche	142,106	29,559	+381

ACQUISITIONS UNIT

**Personnel Changes
1991/92**

<u>Position</u>	<u>Vacated</u>	<u>Filled</u>
Library Technician Binding	5 July 1991 (M.Skonberg-transfer)	2 September 1991 (P.Contois-transfer)
Library Technician Serials	2 September 1991 (P.Contois-transfer)	
re-assigned as		
Library Technician Serial Orders		30 December 1991 (A.Harrington)
Senior Clerk Typist Serial Orders	20 September 1991 (K.Welch-transfer)	
re-assigned as		
Senior Clerk Typist Monograph Orders		6 April 1992 (B.Gavin-transfer)
Library Technician Current Periodicals	19 October 1991 (J.Wilk-transfer)	4 May 1992 (L.Ugorji)