

1991

Acquisitions Unit Annual Report 1990-1991

Robin B. Devin

University of Rhode Island, rdevin@uri.edu

Follow this and additional works at: http://digitalcommons.uri.edu/ts_rpts



Part of the [Library and Information Science Commons](#)

Recommended Citation

Devin, Robin B., "Acquisitions Unit Annual Report 1990-1991" (1991). *Technical Services Reports and Statistics*. Paper 75.
http://digitalcommons.uri.edu/ts_rpts/75

This Article is brought to you for free and open access by the Technical Services at DigitalCommons@URI. It has been accepted for inclusion in Technical Services Reports and Statistics by an authorized administrator of DigitalCommons@URI. For more information, please contact digitalcommons@etal.uri.edu.

ACQUISITIONS UNIT
Annual Report
1990/91

1

Robin B. Devin
Head, Acquisitions
30 September 1991

For the Acquisitions Unit, the 1990/91 fiscal year was a relatively stable one. Monograph receipts increased after the drastic budget cut-backs of the previous year. In serials, work continued on closing out the 1,000 subscriptions that were cancelled in 1990. The Unit was finally fully staffed by mid-year, so that progress was able to be made in beginning to clear-up backlogs of work that had developed due to personnel vacancies.

MONOGRAPHS

Monograph receipts increased as the approval plan for the social sciences and humanities subject areas was re-instated. An additional approval profile change was made at the end of the year which added the automatic shipment of all "selected" undergraduate and graduate titles regardless of subject. This change meant that our approval plan now includes the automatic shipment of the "best" books in every subject.

One project that was completed during the year was the transfer of a number of standing order titles to serials for check-in. In the past there were series that had been paid by Serials and checked-in as a monograph standing order or vice versa. The records were changed so that all series are now received by the same section that pays the invoice.

SERIALS

Although the price of our serial subscriptions increased more than 15% over the previous year, we were able to keep our serial budget relatively stable through a massive subscription cancellation project. Almost 1,000 serial subscriptions were cancelled for the 1991 calendar year. A large amount of record keeping was required to bring our serial subscription records up to date as cancelled titles were closed out. Much staff time was devoted to following up on delinquent issues and claims, clearing the CPR of completed volumes, and updating the online system to prevent inaccurate claims on cancelled titles. By June 30, most of the periodical cancellations had been completed, but close out of irregulars and late arriving periodicals is continuing.

Another important development that occurred during the year was the production of the second edition of the CRIARL Union List of Serials. This list was produced for the first time from the database maintained on the Faxon Union List module of the DataLinx system.

The production of the URI Serials List continued to be delayed because of the inputting backlog which developed due to the vacancy in the Serials Library Technician position. This position was finally filled in September after having been vacant for 16 months. One of the highlights of the year was the fact that Martha Kellogg submitted a grant to the URI Foundation Competitive Grants Program and was awarded \$2,425 to pay for the production costs of the next edition of the URI Serials List.

Binding and Processing

The workflow of the Binding and Processing sections remained fairly stable although the number of items bound was slightly reduced as a result of a short staff vacancy in the Binding section. This position was upgraded from a Senior Clerk Typist to a Library Technician during 1990/91 as a result of a desk audit.

Staff

The Acquisitions staff had a very active year and devoted effort to upgrading their skills in a number of areas. During the Fall most of the staff took advantage of the short courses offered by the URI Academic Computer Center to increase their computer literacy. Within the Unit we had review sessions on OCLC search techniques.

Acquisitions staff continued to demonstrate a willingness to take on more varied job duties when the need arises and to be flexible in light of the rapid changes often brought about by staff shortages or the Library construction project. Special mention should be made of the assistance provided to the Cataloging Unit by Lorraine Vaudreuil.

Automation

The Acquisition Unit has continued to improve our current computerized operations. During this past year three new workstations were added -- one SC-10 terminal for serials and binding input, one IBM PC for word processing and statistical reports, and one OCLC terminal for bibliographic searching. The coming year will bring even more change in the unit since the decision has been made to implement the Innovative Interfaces Acquisitions module for book acquisitions in 1992.

ACQUISITIONS UNIT

Expenditures

<u>Serials</u>	<u>1989/90</u>	<u>1990/91</u>
Renewals	1,052,373	1,086,855
New subscriptions	-0-	-0-
Replacement	<u>750</u>	<u>-0-</u>
	1,053,123	1,086,855
 <u>Monographs</u>		
Firm orders	102,336	135,436
Approvals	152,990	224,758
Standing orders	<u>49,044</u>	<u>38,619</u>
	304,370	398,813
Total	1,357,493	1,485,668

Acquisitions Unit

Statistics

<u>Monographs</u>	<u>90/91</u>	<u>89/90</u>	% change
Orders searched (total)	11,796	6,154	+ 192
requests searched	10,428	5,243	+ 199
duplicates returned	1,368	911	+ 150
Titles ordered	3,255	1,843	+ 177
Titles claimed	2,073	560	+ 370
Volumes received (not including MForm)	13,166	10,076	+ 131
approvals received (excl. returns)	7,567	4,807	+ 157
approvals returned	(439)	(970)	-55
Firm orders received (excl. returns)	3,028	1,812	+ 167
S.O. volumes received (excl. returns)	610	902	-32
gifts received (excl. titles rejected)	1,961	2,555	-23
Microforms received	56	119	-53
Media received	168	84	+ 200
Invoiced processed	454	453	..
<u>Serials</u>			
Volumes withdrawn	27	100	-73
Titles added	310	269	+ 115
Volumes added	9,024	9,618	-06
vols. added to Checklist	2,507	2,688	-07
vols. added to Binding	6,517	6,930	-06
Total volumes bound	7,476	8,651	-14
Volumes processed	33,204	37,070	-10
Volumes temp. bound	448	741	-40
Volumes mended	790	1,177	-33
MForm pieces added	30,757	35,187	-13
MFilm	1,198	872	+ 37
MFiche	29,559	34,315	-14

Acquisitions Unit
Personnel Changes
1990/91

<u>Position</u>	<u>Vacated</u>	<u>Filled</u>
Library Technician - Serials	2 June 1989 (D. Morrison-transfer)	30 September 1990 (P. Contois-transfer)
Library Technician - Binding	30 September 1990 (P. Contois-transfer)	4 November 1990 (M. Skonberg-transfer)
Senior Clerk Typist-Serial Orders	21 July 1990 (N. Bliss-retirement)	30 December 1990 (K. Welch-transfer)