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Acquisitions Unit Annual Report 1988-1989

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Acquisitions Unit

Annual Report

1988/89

Submitted by
Robin B. Devin
Head, Acquisitions
15 August 1989

The 1988/89 fiscal year was an extremely busy one for the Acquisitions Unit. Thanks to a grant acquired by the Assistant Acquisitions Librarian, Martha Kellogg, the serials section was finally automated. The acquisition of an automated serials control system had been the top priority for library automation since 1985. The transition from a manual system to the Faxon SC-10 automated system was accomplished smoothly and efficiently thanks to the hard work and cooperation of all the staff involved.

For those in the unit who were not involved with implementing the automated system, the year was marked by a significant increase in the workflow. An increase in the Library's capital budget resulted in an increase in monograph ordering and receipt as well as a concomitant increase in volumes processed.

Monographs

The monographs section saw a substantial increase in its workflow during 1988/89. Approximately 2500 more orders were searched and over 2500 more volumes were received than the previous year.

Compounding the problem of an increased workload, was the uneven distribution of the work throughout the year. Due to a serious cutback in our capital budget, $84,000 was deducted from the monograph budget at the end of March. As a result, firm ordering ceased in March and was not resumed until the end of May. Processing of approval plan notification slips stopped in April and did not resume until June. This resulted in an uneven pattern of receipt as well as an uneven flow of orders. In addition the budget cutback necessitated more than doubling the normal rate of approval returns for the last quarter of the fiscal year. This also added an increase to the workload of the monograph receiving staff.

The most significant change in the monograph section during the past year was a change in approval plan vendors. Yankee Book Peddler, our university press approval vendor, was dropped in favor of consolidating all of our approval purchases with one vendor. Beginning with 1989 imprints, Baker & Taylor was asked to add university presses to our

existing approval plan. This resulted in significant cost savings. Previously YBP was supplying books on approval with a discount of less than 12%. B & T was giving the library a flat discount of 16%. Negotiations with B & T resulted in a flat discount of 16.5% for all books supplied on our consolidated approval plan.

One additional development in the monograph section was the handling of new media material. During 1988/89 we ordered and received CDs for the first time. We also re-examined and improved our handling of orders for video cassettes.

Serials

The major undertaking of the serials section during 1988/89 was the transition from a manual to an automated serials control system. The $68,000 grant from the Board of Governors Challenge Fund for Management and Administrative Improvement enabled the Library to implement the Faxon Company's online SC-10 serials system. The funds were used to purchase computer hardware and software and to contract with faxon to develop a computerized database of all serial titles in the URI libraries from data in the URI Serials List.

The following hardware was purchased for online access to Faxon for the main library in Kingston:

3 IBM PS2 Model 30 Microcomputers (2 in the Serials Section; 1 in Government Publications Unit)
2 2 Telex 1191 terminals
1 Telex 8-Port Controller
1 Epsom printer

In additon software emulation packages were purchased allowing the branch libraries (Pell and CCE) to access Faxon using dial-up procedures on microcomputers already available on site.

The SC-10 serials system enables the main library, the two branch libraries, and the Government Publications unit to perform serials functions-- check-in, claiming, binding, payment--locally, although management reports include data from all sites as a whole. Faxon is responsible for all database and computer maintenance; contracting libraries access the Faxon computer via microcomputers or terminals and pay a monthly fee to maintain their serial records and use Faxon's LINX system.

The serials section began checking in current periodicals and continuations on the system in January

1989. The Checklist was "closed" at the end of 1988. Starting with 1989 check-ins, all serials materials are entered into the computer record (rather than paper records). All serials staff (check-in, claiming, payment, and binding staff) were trained in searching and data entry on the computer system. The staff on the whole has adapted well to the new procedures, although some questions still arise. Because the database of serial titles was developed from information in the URI Serials List (local, non-standard bibliographic data), considerable database cleanup by serials staff was required and is continuing. A Faxon computer malfunction in May caused additional complications during this transition year.

Statistics provided by the system denote that at the end of June, 1989, the combined URI libraries have a total of 8,996 unique current serial titles and 11,305 serial total copies. These figures are expected to remain fairly constant, since even in this fairly good budget year, the Library was only able to acquire new serials on an add/drop basis. Additional new titles were added for the College of Nursing and the

Physical Therapy Department with special funds provided by those schools.

Binding & Processing

1988/89 was a busy year for binding and processing. The total number of volumes labelled increased by more than 6,000 over the previous year's total. There was a 16% increase in the number of journals picked-up for binding and a 22% increase in the number of volumes bound for departments outside the Library.

The binding operation was also affected by the arrival of the automated serials control system. The SC-10 system was used to record 1989 issues sent to the bindery and to record the receipt of the returned bound volumes. In addition the status of 1989 issues that were put in temporary binding awaiting replacement issues was entered into SC-10.

Special attention was also given this year to the binding of volumes in the serial stacks and to a more detailed recording of missing issues. The section supervisor has been updating the checklist hold-

ings by specifying the exact issues missing from an incomplete volume. These volumes were previously only listed as incomplete with no indication as to what issues were missing.

Staffing

The Acquisitions Unit was extremely fortunate in having full staffing for most of the fiscal year. The position of Library Technician Evening Supervisor in Serials was filled on a part-time basis for two months and then became vacant for the last month of the year. This was the only vacancy in 1988/89. However the Unit also suffered from a drastic cutback in the student assistant budget in the last quarter of the year. The Unit was able to retain our student assistants for the month of April by reducing our student assistant hours to virtually nothing for the entire month of May. Minimal student assistant help was then available in June due to a small restoration of funding.

The entire Acquisitions staff deserves very special thanks for all their work during the past year.

The increase in workflow was handled well and the introduction of the automated serials control system went more smoothly than imagined. The Serials and Binding staff were extremely cooperative and accepted the numerous changes enthusiastically. The introduction of automation can be a stressful situation and, although the training period caused some unavoidable backlogs in the workflow, the actual transition to the automated system was achieved without incident due to the excellent attitude of all the staff involved.

Future Goals

During the coming year, the Acquisitions Unit will continue to make increased use of the SC-10 system. Plans include closing the McBee file and having all serial payment information on-line. At present only the financial data for Faxon subscriptions is on-line.

At present the unit is severely hampered by the existing staff vacancy. Much clean-up work and inputting remains to be done in the automated system. The position primarily responsible for this work is the

vacant position. Since the vacancy occurred, the Assistant Unit Head, with some assistance from the Unit Head, has been doing the inputting necessary to make serial records available for the check-in of our current titles. However a backlog of inputting that reflects changes and additions to our serial data continues to grow. Data on non-current serial titles has not been input since October, 1988. At this point it looks as if we will be unable to produce a new edition of our URI Serials List for public use in the near future. The last printed list was produced in August, 1988 and we had hoped that a new one would be available by this September.

The Unit is also looking forward to having word processing and spread sheet capability in the near future. We have requested an additional personal computer and printer as well as staff training in order to be able to do word processing of procedures, various list, letters, etc. as well as process statistical data. All of the equipment purchased with our grant is scheduled for serials control use. The one

personal computer previously available in the Unit for word processing, etc. was removed when the grant hardware was installed.

One last development that should be mentioned is the on-line availability of the CRIARL Union List. The data input for all Consortium of Rhode Island Academic and Research Libraries serials was completed by Faxon into their Union List database during this past year. Since June we have been able to access this data on-line through our SC-10 system. Our local serials holdings list will be a sub-set of this database. A microfiche union list product will be available during the coming year.

Acquisition Unit

Expenditures

	1987/88	1988/89
Serials		
Renewals	942,212	950,648
New subscriptions	106	0
Replacements	2,682	1,916
	945,000	952,564
Monographs		
Firm orders	94,567	125,492
Approvals	300,267	419,003
Standing orders	48,297	45,652
	443,131	590,147
TOTAL	1,388,131	1,542,711

Acquisitions Unit

Statistics

Monographs	87/88	88/89	% change
Orders searched (total)	8,590	11,051	+29
requests searched	7,612	9,912	+30
duplicates returned	978	1,139	+16
Titles ordered	2,491	3,025	+21
Titles claimed	1,196	1,210	+01
Volumes received (not including MForm)	15,032	17,617	+17
approvals received (excl. returns)	9,082	12,089	+33
approvals returned	(1,369)	(1,964)	+43
firm orders received (excl. returns)	1,930	2,467	+28
S.O. volumes received (excl. returns)	1,170	801	-32
gifts received (excl. titles rejected)	2,850	2,260	-21
Microforms received	250	98	-61
Media received	130	101	-22
Invoices processed	720	828	+15

Serials			
Titles withdrawn	54	8	-85
Volumes withdrawn	60	39	-35
Titles added	697	477	-32
Volumes added	9,656	11,193	+16
vols. added to Checklist	2,682	3,172	+18
vols. added to Binding	6,974	8,029	+15
Total volumes bound	9,727	9,685	0
Volumes processed	35,720	41,981	+18
Volumes temp. bound	773	822	+06
Volumes mended	832	815	-02
Titles claimed	784	504	-36
MForm pieces added	28,623	37,530	+31
MFilm	870	844	-03
MFiche	27,753	36,686	+32

BINDING STATISTICS - 1988/89

SHIPMENT DATE	JOURNALS	REF.	GOVPUB	SPC	MENDING	NON-LBRY	URI TOTALS	GRAND TOTALS
July 6, 1988	420	74	17	15	0	23	526	549
July 20, 1988	265	36	15	0	4	6	316	326
August 3, 1988	371	19	19	0	3	45	409	457
August 17, 1988	251	30	18	0	19	24	299	342
August 31, 1988	291	21	22	2	113	10	336	459
Sept. 14, 1988	216	26	15	0	146	40	257	443
Sept. 28, 1988	124	23	14	0	1	0	161	162
Oct. 12, 1988	235	13	0	18	71	19	266	356
Oct. 26, 1988	188	8	9	54	0	57	259	316
Nov. 9, 1988	203	0	4	59	0	0	266	266
Nov. 21, 1988	213	0	14	0	0	29	227	256
Dec. 7, 1988	203	5	10	19	0	13	237	250
Dec. 21, 1988	151	11	18	0	143	27	180	350
Jan. 4, 1989	170	15	1	0	179	0	186	365
Jan. 18, 1989	173	38	1	0	6	3	212	221
Feb. 1, 1989	251	9	0	0	0	23	260	283
Feb. 15, 1989	455	0	25	76	0	6	556	562
March 1, 1989	286	8	6	0	280	24	300	604
March 15, 1989	378	6	4	29	3	16	417	436
March 29, 1989	568	28	0	0	3	23	596	622
April 12, 1989	385	11	7	0	155	22	403	580
April 26, 1989	240	22	12	73	0	3	347	350
May 10, 1989	246	4	5	11	1	3	266	270
May 24, 1989	187	8	25	1	2	20	221	243
June 7, 1989	172	105	24	0	10	0	301	311
June 21, 1989	217	0	8	0	0	81	225	306
TOTALS	6,859	520	293	357	1,139	517	8,029	9,685

Acquisitions Unit

Personnel Changes

1988/89

Library Technician - Evening Supervisor

part-time	10 April 1989 - 1 June 1989
vacated by Deborah Morrison	2 June 1989