

1988

Acquisitions Unit Annual Report 1987-1988

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 1987-1988" (1988). *Technical Services Reports and Statistics*. Paper 78.
http://digitalcommons.uri.edu/ts_rpts/78

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

1987 - 88

Submitted by
Robin B. Devin
Head, Acquisitions
31 August 1988

The 1987/88 fiscal year was again characterized by a Library capital budget that was not sufficient to maintain our previous level of acquisitions. Our overall expenditure for 1987/88 was \$50,000 less than the 1986/87 figure. Since serial renewals increased 11% over the previous year, the monograph expenditures were reduced by 23% in order to stay within our budget. Concern over the ever increasing percentage of the budget devoted to serials necessitated a serials cancellation project. Over 200 titles were cancelled for 1988 at a savings of over \$60,000.

Monographs

The reduction in the monograph budget was reflected largely in a reduction in the figure for approval expenditure. In 1987/88 30% less was spent on approval books than was spent in 1986/87. Due to a change in University accounting procedures, the 1986/87 figure actually represented almost a 14 month expenditure instead of a normal 12 month accounting period. However the actual number of volumes received on approval was about 9% less than the previous year. The number of firm orders received was 24% less.

The State made one change in accounting and purchasing procedures which affected the handling of invoices for monographs, as well as those for the rest of the Unit. A strict timetable with deadlines for the processing of invoices was instituted. The result is that our invoices now have to be forwarded to the Library fiscal clerk on a daily basis.

In addition to the normal workflow, a few special projects were also undertaken in the Monograph Unit. The TIP file was cleared of all slips representing books received prior to 1980. All firm orders placed prior to 1987 were reviewed and claimed, if necessary. The claim files for approval books were also reviewed.

Serials

The Serials Section had a busy year due to a number of procedure changes and special projects. Although virtually no new serial titles were ordered, the serial cancellation project kept the entire staff busy making changes to the records of the more than 200 cancelled titles. All of the records for newspapers were also changed from a six month to a four month retention period.

A serials backlog project was begun in an attempt to get cataloging for all titles. A list of new titles was prepared regularly which listed titles that more than a month previously had been sent to Cataloging and for which no cataloging cards had yet been received. In addition copies of records with print-outs of the approximately 900 uncataloged backlog were regularly sent to Cataloging. By the end of the year about half of the uncataloged backlog titles had been forwarded.

Other changes occurred with the production of the URI Library Serials List. The records for the serials list were moved from the IBM System 36 to an IBM PS2 computer. A change in the procedure for updating the records therefore had to be learned by the staff. In addition all the word processing applications such as the Do Not Bind List, monthly serial statistics reports, etc, were transferred from Word Star to Officewriter. A new procedure for reporting changes or additions to the serials list was also instituted. A new reporting form was devised and other units were required to send a copy of their cataloging record to report new titles.

The most important development for the Unit was the notification that we will be receiving a \$68,000 grant from the Rhode Island Board of Governors for an automated serials control system. Marty Kellogg, Assistant Head of Acquisitions, was co-author of the grant and will serve as principal investigator. The Faxon SC-10 system has been chosen as the system to be implemented.

Binding and Processing

The work in binding and processing remained at approximately the same level as the previous year. In binding, a review of the serial stacks continues with titles being bound and temporary binding checked to verify missing issues. The processing of serial gifts has also been improved. In processing a second IBM wheelwriter typewriter was purchased along with a new Se-lin Labeler which has improved the clarity of the labels we produce.

Staffing

The binding and processing section was the only area that had staff vacancies during 1987/88. The senior clerk typist position in processing was vacant for four months

and the senior clerk typist position in binding was vacant for three months. However, by the end of the year, all positions were filled.

I would like to express my appreciation to the entire staff for their excellent work during the past year and especially thank them for carrying on during my summer maternity leave and my half-time status during the Fall semester. Special recognition should also be given to the Assistant Head for the grant which she received which will finally bring an automated serials control system. This major project will make the coming year a very busy one.

Acquisitions Unit

Expenditures

	<u>1986/87</u>	<u>1987/88</u>
<u>Serials</u>		
Renewals	848,751	942,212
New subscriptions	6,899	106
Replacements	<u>5,866</u>	<u>2,682</u>
	861,516	945,000
<u>Monographs</u>		
Firm orders	94,782	94,567
Approvals	428,656	300,267
Standing orders	<u>53,383</u>	<u>48,297</u>
	576,821	443,131
TOTAL	1,438,337	1,388,131

Acquisitions Unit

Statistics

<u>Monographs</u>	<u>86/87</u>	<u>87/88</u>
Orders searched (total)	7,418	8,590
requests searched	3,814	7,612
duplicates returned	3,604	978
Titles ordered	1,787	2,491
Titles claimed	654	1,196
Volumes received (not including MForm)	16,865	15,032
approvals received (excl. returns)	9,946	9,082
approvals returned	(1,544)	(1,369)
firm orders received (excl. returns)	2,555	1,930
S.O. volumes received (excl. returns)	1,405	1,170
gifts received (excl. titles rejected)	2,959	2,850
Microforms received	426	250
Media received	9	130
Invoices processed	902	720
<u>Serials</u>		
Titles withdrawn	6	54
Volumes withdrawn	14	60
Titles added	438	697
Volumes added	10,442	9,656
vols. added to Checklist	3,109	2,682
vols. added by Binding	7,333	6,974
Total volumes bound	8,921	9,727
Volumes processed	32,112	35,720
Volumes temp. bound	719	773
Volumes mended	895	832
Titles claimed	745	784
MForm pieces added	26,488	28,623
Mfilm	867	870
MFiche	25,621	27,753

Acquisitions Unit
Binding Statistics

1987/88

SHIPMENT DATE	JOURNALS	REF	GOVPUB	SPC	MENDING	NON-LBRY	TOTAL
July 8, 1987	<u>332</u>	<u>128</u>	<u>3</u>	<u>0</u>	<u>1</u>	<u>10</u>	<u>474</u>
July 23, 1987	<u>159</u>	<u>12</u>	<u>8</u>	<u>6</u>	<u>11</u>	<u>0</u>	<u>196</u>
Aug. 6, 1987	<u>242</u>	<u>17</u>	<u>0</u>	<u>2</u>	<u>100</u>	<u>25</u>	<u>386</u>
Aug. 20, 1987	<u>285</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>318</u>	<u>30</u>	<u>633</u>
Sept. 3, 1987	<u>260</u>	<u>50</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>49</u>	<u>359</u>
Sept. 17, 1987	<u>179</u>	<u>52</u>	<u>2</u>	<u>0</u>	<u>8</u>	<u>25</u>	<u>266</u>
Sept. 30, 1987	<u>80</u>	<u>5</u>	<u>12</u>	<u>14</u>	<u>75</u>	<u>21</u>	<u>207</u>
Oct. 15, 1987	<u>57</u>	<u>7</u>	<u>0</u>	<u>50</u>	<u>188</u>	<u>11</u>	<u>313</u>
Oct. 29, 1987	<u>228</u>	<u>5</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>2</u>	<u>236</u>
Nov. 12, 1987	<u>325</u>	<u>12</u>	<u>0</u>	<u>72</u>	<u>67</u>	<u>36</u>	<u>512</u>
Nov. 24, 1987	<u>316</u>	<u>10</u>	<u>0</u>	<u>0</u>	<u>1</u>	<u>17</u>	<u>344</u>
Dec. 10, 1987	<u>276</u>	<u>6</u>	<u>1</u>	<u>0</u>	<u>132</u>	<u>0</u>	<u>415</u>
Dec. 23, 1987	<u>178</u>	<u>6</u>	<u>10</u>	<u>49</u>	<u>1</u>	<u>0</u>	<u>244</u>
Jan. 7, 1988	<u>82</u>	<u>7</u>	<u>11</u>	<u>24</u>	<u>0</u>	<u>69</u>	<u>193</u>
Jan. 20, 1988	<u>182</u>	<u>44</u>	<u>0</u>	<u>0</u>	<u>3</u>	<u>9</u>	<u>238</u>
Feb. 4, 1988	<u>99</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2</u>	<u>101</u>
Feb. 18, 1988	<u>247</u>	<u>16</u>	<u>27</u>	<u>0</u>	<u>0</u>	<u>29</u>	<u>319</u>
March 2, 1988	<u>207</u>	<u>0</u>	<u>9</u>	<u>0</u>	<u>492</u>	<u>38</u>	<u>746</u>
March 16, 1988	<u>143</u>	<u>0</u>	<u>8</u>	<u>0</u>	<u>300</u>	<u>0</u>	<u>451</u>
March 30, 1988	<u>234</u>	<u>81</u>	<u>11</u>	<u>0</u>	<u>7</u>	<u>24</u>	<u>357</u>
April 13, 1988	<u>199</u>	<u>5</u>	<u>36</u>	<u>0</u>	<u>235</u>	<u>6</u>	<u>481</u>
April 27, 1988	<u>224</u>	<u>3</u>	<u>23</u>	<u>70</u>	<u>0</u>	<u>0</u>	<u>320</u>
May 11, 1988	<u>362</u>	<u>1</u>	<u>31</u>	<u>24</u>	<u>0</u>	<u>0</u>	<u>418</u>
May 25, 1988	<u>352</u>	<u>0</u>	<u>16</u>	<u>0</u>	<u>184</u>	<u>0</u>	<u>552</u>
June 8, 1988	<u>274</u>	<u>0</u>	<u>15</u>	<u>48</u>	<u>204</u>	<u>14</u>	<u>555</u>
June 22, 1988	<u>383</u>	<u>0</u>	<u>19</u>	<u>0</u>	<u>1</u>	<u>8</u>	<u>411</u>
TOTALS	5,905	467	243	359	2,328	425	9,727

Acquisitions Unit

Personnel Changes

1987/88

Librarian - Head	
leave	1 July 1987 - 28 August 1987
part-time	31 August 1987 - 15 January 1988
Senior Clerk Typist - Processing	
vacant due to maternity leave	
filled by Pauline Contois	12 October 1987 - 18 December 1987
Laura Pudjunis returned	4 January 1988
Senior Clerk Typist - Binding	
vacated by Donna Burns	3 February 1988
filled by Pauline Contois	11 April 1988
Senior Clerk Typist - Current Periodical Room	
re-classified as Library Technician	3 January 1988