2011

Acquisitions Unit Annual Report 2010-2011

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Acquisitions Unit Annual Report 2010-2011

Andrée J. Rathemacher • Head, Acquisitions

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Personnel

Acquisitions Unit Staff & Faculty

As of the end of FY11, the Acquisitions Unit is comprised of the following members: Andrée Rathemacher (Associate Professor / Head, Acquisitions); Michael Cerbo (Assistant Professor / Bibliographic Access & Resource Management Librarian); Sarah Bannister (Information Services Technician (IST) II / Acquisitions Unit Supervisor); Pauline Contois (IST I), Patricia Gardiner (IST I), Anne Lisi (IST I), Janice Ward (IST I), and Lisa Zinser (IST I).

Reorganization of Unit

In August 2010, the Acquisitions Unit was reorganized. The Cataloging Unit's staff position formerly occupied by Cerbo was incorporated into Acquisitions, and the position of Acquisitions Unit Supervisor was created.

As an Information Services Technician II, **Bannister** became the Acquisitions Unit Supervisor. Her primary responsibilities include supervising unit staff and work flow, creating and updating procedures, training staff as needed, handling first-line questions from staff and resolving problems, coordinating the hiring of student workers, providing backup as needed, and assisting with cataloging and e-resource management.

Lisi agreed to fill the new position of Cataloging Support Technician. In this position she performs intermediate level (non-DLC) cataloging of library materials, including non-book formats. She also performs additional metadata-related functions as needed. Her desk was moved from Room 267 to Room 270.

Contois continued as Binding Technician, responsible for the binding of serials and other items, including damaged books. She assumed the additional duties of handling location changes and withdrawals of all library materials (updating Millennium and OCLC, offering materials to other libraries as appropriate, physical disposition).

Gardiner and **Zinser** continued as Monographic Ordering and Copy Cataloging Technicians, responsible for ordering of print and non-print materials for the library collection, receiving ordered materials, processing invoices for payment, daily database maintenance and quality control, and copy-cataloging materials as needed. Gardiner continued to handle the ordering of media materials, processing invoices, and creating lists for daily database quality control. Zinser continued to handle placing orders for monographs. Both Gardiner and Zinser were assigned the copy-cataloging of books received from Strand.

With these changes, an open position was created responsible for copy-cataloging library materials, including new acquisitions, gifts, and special projects. This position would also handle serials check-in and claiming and the payment of invoices from EBSCO.

Ward Joins Acquisitions

Effective August 29, 2010, Janice (Levesque) Ward, Information Service Technician I, transferred from the Circulation Unit to Acquisitions. She assumed the duties of the new position listed above.

Overtime

Because there was a backlog of gift books to catalog, Gardiner, Lisi, and Zinser were each granted 10 hours of overtime per pay period starting April 12, 2010. Overtime was granted until June 30 or until the cataloging backlog was eliminated. At the end of June, the dean agreed to extend overtime through the end of August 2010.

Contois was granted overtime effective August 2, 2010 so that she could accumulate compensatory time in advance of an expected operation that would require weeks of recovery. She came in early, before her regular shift, to supervise the final week of the serials discard project. She also: updated the catalog after the serials discard project, processed a large volume of Reference withdrawals, trained Bannister in binding so Bannister could cover for her during her recovery, and did some of Bannister's check-in while Bannister took on Unit Supervisor responsibilities. When it was determined that the operation was not necessary, Contois' overtime ended on September 10, 2010.

Staff Excellence

In May 2011, Bannister won the Staff Excellence Award.

Media Materials

In mid-June 2011, after the retirement of the Media Resource Center's Curator, Eileen Tierney, the Acquisitions Unit took over the physical processing of all media materials. When new media materials are received, they now go directly to **Lisi**, who assigns shelf numbers, property-stamps discs, creates spine labels and affixes them to cases, and then catalogs the materials as she had been doing previously.

In addition, as of Tierney's retirement, all orders for media materials go directly to Gardiner (instead of some being ordered by the MRC through the library's Accountant as had been the case before).

Student workers

During 2010/11, the following students worked for the Serials Unit:

- Keaton Albro (binding & processing)
- Jayne Byrum (processing)
- Eric Dacosta (binding & processing)
- Kayla Dilorenzo (binding & processing)
- Edward Duhamel (processing)

- Tara Garraty (processing)
- Rhonneshia Jackson (processing)
- Kristie Saliba (processing)
- Clayton Smith (binding & processing)
- Loraine Winthrop [grad. student] (special project: Digital Commons)

Total student hours worked during the year were **1,723.48 hours**, which averages about 33 hrs./wk. This is up from 1,195.58 hours for FY10.

Total Acquisitions Unit student expenditures for FY 11 amounted to **$6,090.43** of a total allocation of $13,000. This was down from $7,378.81 in FY10.

Work of the Unit

Binding

Our binding budget for FY11 was $15,000, the same as FY10, and we ended the year having spent $15,468.75 (+3.1%). Upon hearing that there was enough money in the library budget, Contois made a final push to get binding out the door at the end of the year in anticipation of having no budget in FY12, since the Dean had identified binding as the Libraries' lowest budget priority for FY12. The number of volumes bound continues to decline.

From FY10 to FY11, the average price per volume increased from $6.18 to $7.42, an increase of 20.1%. This price increase can be attributed to a change in binding companies. FY11 marked the third year of a three-year Master Price Agreement between the State of Rhode Island and Ridley's Book Bindery of Ithaca, New York, but in December 2010, Ridley's went out of business. Their contracts were taken over by Acme Bookbinding of Charlestown, Massachusetts.

In January we began sending our binding to Acme using their ABLE system. The transition was difficult, as Contois had to learn a new binding system and pricing structure. For example, Acme bound our first shipment to them with "AA" quality binding (the most expensive), and charged us about $1.00 per volume for providing tattle tapes, since Ridley's had not passed on to Acme the ones we had provided to them. Although by contract Acme could not raise prices, they regularly added a number of "hidden charges" that made the cost of each volume more expensive. For example, Acme charges $0.25 for every tattle tape inserted, they charge extra for special characters in titles, they charge more for pockets, and their standards for maximum thickness and oversized books are more stringent. On the positive side, Acme's budget periodical binding ("Lumbind") uses library cloth covers, not bare cardboard as Ridley's did.

On June 16, 2011, John "Tony" Cowell of the Rhode Island Department of Administration notified us that the state's Master Price Agreement with Acme had been extended one year through June 20, 2012. This is fortunate, because when we visited Acme in June, Paul Parisi, Acme's President, told us that Ridley's prices were far too low and that Acme would have to raise prices at the end of the contract.

Contois and Bannister are busy updating binding procedures to reflect Acme's specifications.

Some other notable changes:

- The number of periodicals bound continues a precipitous decline (-34% in FY11) as titles continue the move to online only.
- The number of monographs sent for repair continues to grow (+2.0% in FY11) since we ceased doing in-house repairs.
- The number of volumes sent for binding by non-library units across campus is bottoming out (-57% in FY11).

	Appropriation	Expenditure	Percent Spent
Binding budget for FY11	$15,000	$15,468.75	3.1%

	FY10	**FY11**	**Percent change**
Volumes added by binding	1,890	1,509	-20.2%

Volumes sent for binding	**FY10**	**FY11**	**Percent change**
Journals	1,025	677	-34.0%
Reference	65	16	-306.3%
Govt. Pubs.	449	359	-20.0%
Special Collections	351	457	30.2%
Monographs (repair)	561	572	2.0%
Free corrections (mistakes)	1	5	400%
Non-library	414	178	-57.0%
TOTAL	**2,866**	**2,264**	**-21.0%**

E-Resource Management

- In October 2010, Cerbo uploaded to DigitalCommons@URI two statistical **reports on e-journal usage** generated by Serials Solutions 360Counter: Journal Usage Report for Fiscal Year 2010 and Journal Usage by Subject for Fiscal Year 2010. These reports provide usage data for the majority of online journals subscribed to by the library.
- In November 2010, Bannister finished the retrospective gathering of **reference database usage statistics** for the year 2008-09. They were uploaded to DigitalCommons@URI.
- In spring 2011, Rathemacher created an "**E-Resources Master File**" in GoogleDocs of every electronic resource owned or subscribed to by the library. The spreadsheet allows for sorting and filtering by the following fields: Product name, Publisher, Content type, Packaging, Coverage (current or backfile), Description, Purchase type, When began, Current?, Term, Consortium deal,

Price basis, Payment to, Cost, Order record, Platform, Serials Solutions link name, Selected as, Notes, and URL for package contents.

- In spring 2011, Cerbo set up a collection of 65 childrens' **e-books from Sylvan-Dell** to which Niedbala had acquired a perpetual site license, purchased through a Champlin grant. The books were cataloged, sent through the HELIN proxy, and added to e-resource tracking systems.
- In spring 2011, Cerbo worked with Martha Sanders of HELIN to use the Millennium ERM module to load coverage for 25 titles in **Films on Demand**. This technique can be used for e-book and video collections in the future. Instead of the link appearing in the 856 field of the bibliographic record, it appears in an ERM-generated holdings record attached to the bib.

Inventory

In October 2010, Bannister resurrected the "inventory project." New procedures for conducting inventory of the stacks were created, eliminating the Percon scanner and software used under the old procedure. The new procedure is simpler and requires less technology: a list of items in call number order is printed out and then compared to the items on the shelf. From October through June, 26,470 items were searched and 1,061 corrections were made. Students and staff work on the inventory project as time allows.

Serials Discard Project

During summer 2010, Andrée Rathemacher and Brian Gallagher, Head of Access Services, built on the print journal withdrawal pilot of the previous summer to discard print journals / serials in call numbers A, B, C, D, E, F, G, H, J, K, L, M, N (selected titles without significant image content), P, S, T, U (no hits), V (no hits), and Z. Titles withdrawn were those for which we have perpetual electronic access through online journal archives such as JSTOR.

During the summer of 2010, our goal was to clear space on the Lower Level to relieve pressure in the stacks and to potentially create storage space for Special Collections or other materials. We streamlined our process by gathering and disposing of materials incrementally instead of in one big push at the end of the summer. This allowed us to withdraw a far greater amount. We staged six 4-foot-square Gaylord totes on pallets in the mail room (and toward the end of the summer, an additional two outside on the loading dock). Bob from Full Circle came weekly to pick up the full totes and pallets and to leave empty ones. At the end of the process, he was coming twice a week, and at the very end, three times. Instead of marking volumes to be discarded with stickers, we used paint markers, which saved a lot of time. Our graduate student assistant Loraine Winthrop, returned to supervise and refine the process, and the experience she had gained during 2009 greatly contributed to increased efficiency in 2010.

Loraine was assisted by three students: Joshua Bannister, Joshua Menard, and Keaton Albro. Michael Parente in the mail room assisted with pick ups and was patient with the disruption of his space. Pauline Contois stepped in to supervise students and coordinate the last few pickups after Loraine returned to her school-year job. Full Circle made a total of 14 pick-ups over the course of the summer.

Before the serials withdrawal project began, Reference discarded a large number of volumes duplicated by retrospective online indexes in order to free space in the Reference area for the Learning Commons. Unfortunately, coordination with the serials withdrawal project was minimal. An estimated volume count for backfile titles withdrawn by reference is included in our totals, but no linear measurements for reference titles are available. Reference titles are not included on the final title list of what was withdrawn, and reference materials were not offered to other HELIN libraries before being discarded. Reference titles withdrawn include: Science Citation Index (405 vols.), Social Sciences Citation Index (185 vols.), Arts & Humanities Citation Index (115 vols.), Book Review Digest (4 vols.), and selected titles available in EMBASE.

The final count for 2010 was **24,924** volumes recycled (including approximately 794 volumes of Reference backfiles). These weighed **42.65 tons**, or **85,300 lbs**. We cleared more than **44,083 inches** of shelf space, or **3,673 feet 7 inches**. We also withdrew **608 reels of microfilm**.

During 2010, the specific archives that were checked against the collection (Q and R) were:

- American Society of Agronomy Journals Archive Package
- Annual Reviews Electronic Back Volume Collection
- Art Index Retrospective (Reference)
- Biography Index Retrospective (Reference)
- Book Review Digest Retrospective (Reference)
- Brill Journal Archive Online (JOBA), Part 1, Brill Collection
- Education Index Retrospective (Reference)
- EMBASE Classic (Reference)
- Endocrine Society Legacy Journal Archives 1917-1996
- JSTOR Arts & Sciences I, II, III, IV, V, VI, VII, & VIII
- JSTOR Business III Collection
- JSTOR Life Sciences Collection
- New England Journal of Medicine Archive 1812-1989
- NRC Research Press Backfile Collection
- Sage Backfile 2010 additions
- Scientific American Archive 1948-1992
- Short Story Index Retrospective (Reference)
- Springer Online Journal Archives (OJA)
- Taylor & Francis Library & Information Science Archive Collection
- Taylor & Francis Media, Cultural & Communications Studies Archive Collection
- Web of Science Backfile 1965-1997 (Reference)

 For more information, see http://uritechserv.pbworks.com/Serials-discard-projects.

HELIN Cooperative Collection Development Pilot

URI participated this year in a HELIN Cooperative Collection Development Pilot. An approval profile in the areas of U.S. History and Nursing was set up with YBP for all participating HELIN institutions. The main purpose of the pilot was to test the automated ordering and cataloging features YBP offered, as

well as to investigate the possibility of distributed purchasing of materials of interest to all HELIN Libraries.

The plan began with YPB generating "online slips" of materials that fit the shared profile. (It turned out the profile, especially in nursing, needed some tweaking to deliver appropriate materials.) Each week, Martha Rice Sanders of HELIN would log in to YBP's GOBI system as one of the HELIN libraries and place an order. The idea was to have the books in the profile delivered to a different HELIN library each week.

After the order was placed, short bibliographic records with attached orders were made available by YBP and downloaded into HELIN by Sanders. The books arrived shelf-ready with theft-strips, property stamps, date-due slips, labels, and label protectors. (Details of the placement of these items was provided by each school).

When the books arrived, Sanders would import an invoice into HELIN that would overlay the short bibliographic record with a full DLC-DLC record and create an item record. Once the invoice was posted, the order record would be automatically updated with final payment information.

URI received four books through the pilot:

- *Daily Life During the Indian Wars* (.b40047453)
- *Clinical Research Issues in Nursing* (.b40047453)
- *Obama and the Empire* (.b40047453)
- *Living Histories: Native Americans and Southwestern Archaeology* (.b40047465)

One of these titles, Fidel Castro's *Obama and the Empire*, did not have a DLC-DLC record available, so a bibliographic record was not supplied by PromptCAT; the title needed to be cataloged in-house. Because no bib record was provided through YBP, the book arrived unprocessed, although HELIN was charged the full $3.40 for a cataloged and processed title.

It is unclear at this point whether the HELIN Directors will proceed with a cooperative collection development program based on this pilot or if it is enough that the technical processes that were worked out will allow individual HELIN libraries to further automate acquisitions.

In Fall 2010, the Cooperative Collection Development Task Force also discussed the possibility of running a small patron-driven acquisitions (PDA) pilot program with ebrary. In this scenario, MARC records for the approximately 70,000 ebrary titles not available through the Academic Complete package would be loaded into the HELIN catalog and a specific amount of money would be set aside for PDA acquisition of these titles. An e-book would be purchased and accessible to all HELIN libraries after a specified number (approximately 10) unique interactions. The thought was that conducting a pilot would allow participating libraries to determine how much patrons interact with the offered titles and how long it would take to exhaust allotted funds. Members of the task force expressed concerns about the present volatility of the e-book market and cautioned against making significant commitments to any one platform. No pilot was undertaken, though the Cooperative Collection Development Task Force endorsed a recommendation that "HELIN contact Project MUSE to negotiate a HELIN-wide price for the

2011 book collection… Such a [HELIN-wide] purchase would be a prelude to cooperative collection development for electronic books and would be a concrete way to invest in shared e-book collections."

Procedures Updated

These are some of the more significant new procedures created in FY11:

- In September 2010, Bannister created procedures for having Sarina Wyant's graduate student assistant update checkin records for pattern collection serials.
- In October 2010, Cerbo created a "Step By Step Procedure for Adding an Item Record in Millennium."
- In November 2010, Cerbo wrote a basic procedure for uploading material to DigitalCommons@URI.
- In January 2011, Rathemacher created a procedure for creating the monthly HELIN Featured List "URI Recent Acquisitions" and added the procedure to the Technical Services Procedures Wiki.
- In March 2011, Cerbo worked with Lahiri and Barnett on revising the "URI Dissertation and Thesis Cataloging Procedures."
- In Spring 2011, Bannister and Rathemacher created a video and procedure for pamphlet binding.
- In May 2011, Cerbo created a "Fly Record Procedure" and trained Circulation Unit staff in how to create on-the-fly records.
- In June 2011, Rathemacher and Bannister created a procedure for processing media materials.

Staff development activities

Staff were involved in the following training and professional development activities during FY11:

Conferences and Lectures:

- January 13, 2011: Bannister, Cerbo, Contois, Lisi, and Ward attended the HELIN Annual Conference at Bryant University, "Solving the Puzzle…"
- February 10, 2011: Bannister, Cerbo, Contois, Gardiner, Lisi, Rathemacher, and Ward attended a presentation on e-books, "Developing an E-Book Acquisition Strategy that Works," held in Galanti Lounge. The presentation was coordinated by Rathemacher under the auspices of the Library Faculty Development Committee and was sponsored by HELIN. Bill Maltarich, Electronic Resources Librarian at New York University, discussed the strategy and criteria that NYU developed for e-books and their experience using the ebrary platform to hold purchased e-book content.
- March 24, 2011: Acquisitions staff attended an all-staff meeting in Galanti Lounge with Kathryn Friedman, Associate Vice President for Community, Diversity, and Equity.

Classes:

- October 28, 2010: Bannister attended a two-hour ITS Short Course on GoogleDocs.
- November 29-December 20, 2010: Zinser received an in-service training incentive credit from the Office of Training and Development, Division of Human Resources for completing the course "Advanced Workplace Writing." The course met over five sessions for a total of 15 hours.

Webinars:

- July 2010: Bannister, Contois, Gardiner, Lisi, and Zinser attended a two-day, four-hour Lyrasis Webinar, *Basic MARC Tagging for Books (Live Online)*. "This class overviews original and copy cataloging using the MARC format, focusing on how MARC tagging affects searching and OPAC record displays. Topics include applying MARC throughout the cataloging process, integrating MARC with cataloging practice, using MARC documentation, and applying specialized MARC tags for books."
- August 3 & 4, 2010: Lisi attended a two-day, four-hour Lyrasis Webinar, *Basic MARC Tagging for Books (Live Online)*. "This class overviews original and copy cataloging using the MARC format, focusing on how MARC tagging affects searching and OPAC record displays. Topics include applying MARC throughout the cataloging process, integrating MARC with cataloging practice, using MARC documentation, and applying specialized MARC tags for books."
- September 7, 2010: Lisi attended a two-hour Lyrasis Webinar, *Online Cataloging Resources and Tools (Live Online)*. "In this two-hour class, we'll give you a tour of cataloging resources on the web. The class will review cataloging resources and tools with a focus on free resources."
- September 16, 2010: Lisi attended a two-hour Lyrasis webinar, *RDA: On the Road to Implementation*.

In-house Training:

- August 30, 2010: Cerbo instructed Bannister and Ward on basic copy cataloging of monographic materials, including printing labels and adding cataloging date to order records.
- August 31, 2010: Cerbo instructed Bannister, Gardiner, Lisi, Ward, and Zinser on basic cataloging techniques, editing and downloading records.

Staff service

- July-September 2010: Bannister and Lisi served on the search committee for the Executive Assistant I position in Library Administration.

- August & September 2010: Cerbo and Lisi served on the search committee for an Information Services Technician II at the CCE Library.

- January 2011: Contois was appointed by the Dean of Libraries to the Libraries' Diversity Committee, which was established in December 2010 by request of the Provost.

- Spring 2011: Bannister was the Library's liaison / coordinator, working with Melissa McCarthy and Joanne Esposito from Division of University Advancement, for URI's Cybersecurity Symposium held on April 11. "The world's leading authorities on computer network security joined other experts and political leaders, including U.S. Rep. James Langevin and Sen. Sheldon Whitehouse at the University of Rhode Island's Cybersecurity Symposium. Four-star General Keith Alexander, Director of the National Security Agency; Douglas Maughan, Director of the Department of Homeland Security's Cyber Security Division; Peiter "Mudge" Zatko, Defense Advanced Research Projects Agency manager; and Jeffrey Troy, the FBI's Cyber Division Deputy Assistant Director were a few of the featured speakers. These leaders participated in symposium panel discussions about Digital Forensics, Critical Infrastructure, and Network Security and Trust."

- March 2011: Cerbo and Rathemacher represented the Acquisitions Unit at the Library Faculty Development Committee unconference, "What Do You Do?," held in Galanti Lounge on March 22.

- Spring 2011: Bannister assisted Gallagher and the URI Graduate School in coordinating their annual poster session, Discovery @URI, held in the Galanti Lounge on April 13.

- Throughout the year: Bannister and Lisi volunteered to help cover the Library Administration offices when they were short-staffed.

Other activities of note

The following is a list of miscellaneous milestones that occurred during the year:

- In July 2010, we requested a review of our FY11 **OCLC subscription pricing**. The OCLC review committee analyzed the request based on our level of OCLC cataloging and interlibrary loan activity over a number of years and determined that a price adjustment was warranted for RIN's cataloging and access subscriptions. In September 2010, Pell's Cataloging Subscription was reduced from $2,808 to $2,106, and their Access Subscription was reduced from $2,751 to $2,372, for a total savings of $1,081.
- In November 2010, we purchased 15,000 additional **order records** from Innovative, through HELIN. This cost $3,000. These records should last about two years.
- In December 2010, Rathemacher and Maslyn attended a meeting with Cliff Katz and Raymond Walsh, Technology Transfer Specialist, about **remote access to URI databases and online journals by non-affiliated researchers**. The meeting was arranged by the Dean's office and prompted by requests from Deborah Grossman-Garber for Rhode Island teacher access to

online library resources and from WeatherPredict researchers working with the Graduate School of Oceanography. There was no resolution to the situation.

- In January 2011, the Acquisitions Unit took over the monthly updating of the HELIN Featured List named **"URI Recent Acquisitions."** It had previously been maintained by the Circulation Unit. The search strategy was updated to include all new books and other materials ordered by Acquisitions that have been cataloged; Gardiner now runs the list at the beginning of each month. A link to the list was added to the Libraries' home page under "What's New."
- In March 2011 we elected to receive **EBSCO invoices by e-mail only**; we stopped receiving copies through the mail.
- In March 2011, Rathemacher presented subject selectors with the possibility of receiving **electronic "slip notifications"** from our major book vendors, YBP and Eastern, based on a detailed profile we would create. Selectors were not interested, feeling that this would be too much work and too much information. It was noted that the absence of book reviews would be a problem.
- In March 2011, the URI Alumni Association purchased three **reference databases for alumni use**: ABI/Inform, CINAHL, and RefWorks. This was the outgrowth of a July 2010 meeting arranged by Maslyn, Rathemacher, and Burkhardt with Michele Nota, Executive Director of Alumni Relations and Michaela Mooney, Assistant Dean of Nursing, at which Steve Levie of EBSCO presented EBSCOhost database available for alumni access. Rathemacher attended a subsequent meeting with selected members of the Alumni Association Board in September at which Steve Levie of EBSCO and Bruce Daley of ProQuest made presentations. Rathemacher created a Library Web page to advertise the databases at http://www.uri.edu/library/alumnidatabases.html, and a link was placed on the Library Web site under "What's New."
- In March 2011, the **procedure for cataloging, binding and processing URI theses and dissertations** changed. Now only the stack copy of each dissertation and thesis is bound; the archival copy is no longer sent for binding. The former procedure was to bind the archival copy first; catalogers created a record based on the archival copy, then the stacks copy was sent for binding and the call number was printed by the bindery on the spine with information supplied by cataloging. Now the stacks copy is sent for binding immediately, and the catalogers catalog from it instead. Once the volume is cataloged, Acquisitions then prints and affixes a call number label before sending to Circulation to be shelved. This has cut the binding of theses and dissertations in half as well as simplifying procedures and saving time.
- In May 2011, Lisi uploaded the 2011 **Senior Honors Projects** into DigitalCommons@URI and created metadata for each.
- In June 2011, Rathemacher set up the e-mail address **urilibonlineaccessprobs@etal.uri.edu** to make reporting of e-resource access problems easier and more consistent. Any e-mails sent to this address are forwarded to both Cerbo and Rathemacher. The e-mail is listed on the contact pages of the Libraries' Web site and was announced to staff on LIBNEWS.

- On June 10, 2011, Bannister, Contois, Lisi, Rathemacher, and Ward visited **Acme Bookbinding Co.** in Charlestown, Mass. To learn more about our new bindery vendor and the book binding process.
- In June 2011, Acquisitions added **Alibris as a vendor** for items that are out-of-print and out-of-stock indefinitely.
- As of July 1, 2011, we **cancelled our Lyrasis membership** for all three branches. With OCLC providing cataloging and ILL services directly and consortium deals through HELIN, NERL, and Waldo, we no longer saw a need for Lyrasis's services.
- **Pubget** (www.pubget.com) was set up to work with URI subscriptions, at a student's request.
- Cerbo worked with **Special Collections** to develop a system to meet their **cataloging needs** in a timely fashion.

Technology

August 2010: A new computer was provided for Ward in preparation for her transfer to Acquisitions. In addition, Cerbo's label printer was given to Ward.

August 2010: Contois was given a new computer and her old computer was repurposed as the binding student computer.

Fall 2010: Contois and Ward received new barcode readers.

December 2010: Library Systems provided Acquisitions with an old fax machine from ILL because the Acquisitions fax had ceased to function.

March 2011: When the old ILL fax machine failed to perform to expectations, a brand-new Canon Faxphone L90 was provided for Acquisitions, and it "works beautifully."

May-June 2011: Contois' computer fell on the floor and broke. She got a loaner until hers was repaired under warranty.

June 2011: The Dean of Libraries provided the Technical Services Department with an iPad for shared use.

June 2011: Rathemacher received a new iMac to replace her old computer, and a new Epson GT-1500 scanner. Her old Dell computer and Fujitsu fi-5015C scanner were moved to the MACC area for the joint use of the future Digital Initiatives Librarian, Acquisitions, and Administration.

New single journal subscriptions

We initiated just a few <u>individual</u> journal subscriptions for 2011.

- One new title was added. *Limnology & Oceanography: Fluids & Environment*. This title was a newly-launched journal that Pell wanted, and it was not expensive ($200).
- Two important titles dropped from ScienceDirect were reinstated: *Journal of Midwifery & Women's Health* and *Otolaryngology Head and Neck Surgery*.

Format conversions

About 21 titles were changed from print-only or print+online to online-only for 2011. Publishers included University of Illinois, Edinburgh University, Liverpool University, Ammons Scientific, University of Pittsburgh, Lippincott, Williams & Wilkins, and Elsevier (4 book series titles).

New e-journal packages

A number of e-journal packages were added in 2011:

- **BioOne.1 and BioOne.2**
  We negotiated an agreement with BioOne that began in July 2010 for URI to subscribe to both BioOne collections of online life sciences journals at pricing normally reserved for institutions whose highest degree is a master's, a discount of 37.5%. We received an additional 10% discount for using HELIN as our purchasing agent, making our total discount 43.7%. For $14,473, we receive online access to 166 journals from 125 publishers, an average price of $87 per title. This is in contrast to the average cost per title that we paid for BioOne titles subscribed individually, which was $226. In order to take advantage of this deal, we had to increase net spending by $7,918, or 121%. However, the number of titles accessible to our students and researchers increased by 472%, and we were able to support an important initiative in the reform of scholarly communication.
- **PsycARTICLES**
  In July 2010 we began participation in a deal negotiated by NERL for access to PsycARTICLES, which provides full-text access to all 58 journals published by the American Psychological Association plus 19 titles from other publishers. Changing our subscription to the NERL deal saved us $3,950, or 22%.
- **American Geophysical Union (AGU) Full Online Publication Package**
  In January 2011, we began a subscription to an online package of all AGU journals for $26,296. This price was only $2,820 more than we would pay for the 13 titles to which we subscribed in 2010. For a price increase of 11%, we received access to 38% more titles. In addition, because this subscription is a package rather than individual titles, we were able to use HELIN as our fiscal agent, saving EBSCO's 6.5% service charge. This savings amounted to $1,709, essentially rendering the cost of the package negligible.

- **Annual Reviews Sciences Collection**
  In January 2011, we converted our custom package of 19 Annual Reviews titles to the full package of 37 titles. This provided us with a 14.5% discount and four years rolling backfile access for all titles. This change resulted in paying $210 per title in 2011, compared to $250 per title in 2010.

- **Annual Reviews Economics Collection**
  A new package for 2011, we pay $1,384 for three annual reviews titles in economics.

- **Geological Society of America GSA All Package**
  In January 2011, we began a subscription to an online package of all GSA titles for $1,837. Essentially, we obtained two extra titles, Geosphere and Lithosphere, for an extra $207, a 64% discount off the cost of these titles individually. These titles are heavily used.

- **JSTOR Current Scholarship Program (CSP)**
  In January 2011, we became full participants in JSTOR's CSP. Through the CSP, JSTOR will serve as the exclusive publishing platform for 174 journals from 19 not-for-profit publishers, primarily university presses and academic societies. Instead of paying $8,412 for individual subscriptions to the 28 titles we held in 2010 (an average cost of $300 per title), in 2011 we paid $28,480 for access to all JSTOR CSP titles (an average cost of $163 per title). In other words, we now pay 239% more for access to 521% more titles while supporting non-profit publishing by university presses. Incidentally, purchasing the CSP allowed us to regain access to 31 titles we canceled during the serials cuts of 2008 and 2009.

- **RSC Gold**
  Beginning in January 2011, through a deal negotiated by WALDO, we began a subscription to RSC Gold. This is an online package of all journals, databases, and magazines published by the non-profit Royal Society of Chemistry (RSC). For $32,340, we receive online access to 35 journals, an average cost of $924 per title. This deal also includes leased access to the RSC Journals Archive covering the years 1841-2004. In order to take advantage of the WALDO deal, we had to increase our net spending by $7,824, or 32%. However, by doing so, the number of RSC titles accessible to our students and researchers increased by 400%.

- **JAMA & Archives Package**
  In May 2001, we subscribed to a new package of all journals published by the American Medical Association. This package gives us access to online versions of 11 essential medical journals for $3,000 more than we previously paid for four of these titles in print-only format. In addition, because this subscription is a package rather than individual titles, we were able to use HELIN as our fiscal agent, saving EBSCO's 6.5% service charge. This savings amounted to $201.50 based on our previous print subscriptions and $396.50 based on the price of the online package.

Other changes of note

- **Journals@OVID custom 50**
  We convinced OVID to lower their annual price increase for 2011 from 8% to 7%. Final price: $16,004.

- **Project Muse Premium**

  We changed Project Muse from Lyrasis to WALDO for 2011. This saved us $1.030.22, or 4.7%.

Reference database changes

Through the drop-add process, the Reference Unit selected several new databases to begin in July 2010:

GenderWatch (ProQuest)	$1,158
Iter Gateway to the Middle Ages and Renaissance ($545), including: • Baptisteria Sacra Index • Electronic Capito Project • International Directory of Scholars • Iter Bibliography • Medici Archive Project • Reed Newsletter (journal) — free • Aestimatio (journal) — free • Renaissance and Reformation (journal) — $61 • Early Theatre (journal) — $59	$665
Oxford Art Online (one user)	$1,485
Safari Tech Books Online (ProQuest), 100 titles	$4,501
TOTAL	**$7,809**

To fund the additions above, the following titles were dropped:

Book Review Digest (print)	$714
Current Biography (print)	$185
Current Biography Yearbook (print)	$185
Statistics Sources (print)	$756
Savings from getting PsycARTICLES through NERL on CSA platform	$3,896
TOTAL	**$5,736**

In addition, other changes to reference subscriptions this year should be noted:

- Our ABI/INFORM subscription was consolidated into **ABI/INFORM Complete**, which includes ABI/INFORM Global, ABI/INFORM Trade & Industry, and ABI/INFORM Dateline.
- The library initiated a subscription to **ACRL Metrics**, which provides access to ACRL Survey data from 1998 to present plus NCES Academic Library Survey data from 2000 to present (password required for access).
- We provided a link to **COS Funding Opportunities** (ProQuest), a database provided by the URI Research Office.

- We began an online subscription to **Criminal Justice Abstracts** (EBSCOhost). EBSCO purchased the database from Sage in July 2010 and granted us free access through December as former print subscribers. In December, we paid $970 for a 6-month subscription through June 2011.
- We provided a link to **European Views of the Americas, 1493-1750** (EBSCOhost), which is offered free of charge.
- At the end of the fiscal year, we acquired the **Oxford History of Western Music** as a one-time purchase (see "Back files / one-time purchases acquired" below).

In 2010/11, the Dean of Libraries decided that the library would no longer intermediate the purchase of the **ICPSR database** (Inter-University Consortium for Political and Social Research). The invoice was passed on to the Dean of Arts and Sciences, and some time in the spring of 2011, it was paid. The Head of Acquisitions remains the ICPSR's contact for the University.

Usage statistics showed that the ICPSR got very low levels of use at URI as compared to other institutions.

URI's ICPSR Web downloads from 2010-07-01 to 2011-06-30:

	Unique	Total	Members-Only	Size in GB
Files	138	174	119	2.177
Datasets	47	47	27	
Studies	20	20	13	
Users	11	—	—	

The median for other institutions in our Classification Category during the same time period was:

	Unique	Total	Members-Only	Size in GB
Files	4,393	8,240	3,039	97.595
Datasets	1,157	1,553	758	
Studies	197	322	148	
Users	66	—	—	

Back files / one-time purchases acquired

The following back files / one-time purchases were acquired under a permanent ownership model at the end of FY2011 with money left over in the library materials budget:

	Purchase price	Annual fee
African American Newspapers, 1827-1998	$34,000	$1,000
American Geophysical Union (AGU) Digital Library	$12,425	$0
American Antiquarian Society (AAS) Historical Periodicals Collection, Series 1 (1691-1820)	$28,000	$576

American Antiquarian Society (AAS) Historical Periodicals Collection, Series 2 (1821-1837)	$28,000	$576
American Antiquarian Society (AAS) Historical Periodicals Collection, Series 3 (1838-1852)	$28,000	$576
American Antiquarian Society (AAS) Historical Periodicals Collection, Series 4 (1853-1865)	$28,000	$576
American Antiquarian Society (AAS) Historical Periodicals Collection, Series 5 (1866-1877)	$28,000	$576
BIOSIS Previews Archive 1926-1984	$73,078	$0
JAMA & Archives Journals Back File	$18,000	$395
JSTOR Arts & Sciences IX Archive Collection	$6,400	$583.40
Nation Digital Archive	$4,961	$992
National Review Digital Archive (10 year subscription)	$3,711	$0
New Republic Digital Archive	$8,260	$500 in Year 11
Oxford History of Western Music	$2,331	$0
Sage Backfile Upgrade Package 2011	$4,155.41	$0

The grand total for these archival purchases was $307,321.41, with annual fees totaling $5,850.40. Note: During FY11, annual fees billed and paid totaled only $583.40.

Cancelled titles, misc.

Approximately 94 individual serial titles were canceled for the 2011 subscription year. Many of these were converted to cost-saving packages. These include:

- 6 titles added to Project Muse
- 31 titles included in BioOne.1 and BioOne.2
- 28 titles included in the JSTOR Current Scholarship Program
- 10 titles added to Sage Premier
- 3 titles added to our Oxford University Press package
- 1 title added to our Cambridge University Press package
- 1 title added to the ScienceDirect Freedom Collection
- 5 titles in JSTOR with no embargo
- 1 title in EBSCOhost databases with no embargo
- 3 titles converted to open access
- 4 titles dropped by Reference for drop/add

Volumes added

The total number of serials volumes added through subscriptions, binding, and gifts totaled 1,620, a decrease of 23.8% from the previous year. The largest percentage decline was in gift volumes. Volumes returned from the bindery decreased by 20.2%. Subscribed volumes that arrive bound decreased by 47.9%, or 93 volumes, probably largely due to our having converted 14 Elsevier book series titles to online-only in January 2010.

Monographs Acquisitions

Expenditures

Total monographic expenditures for Kingston were $333,441.26 for 2010/11, down 2.9% over FY10. This does not include endowment spending on monographs, which at $4,377.87 was up 14.9% this year, due to the fact that in FY09 no endowment income was distributed. Total endowment spending on monographs remained low, however, as income levels were lower than in FY08 and earlier. Thus total expenditures on books during 2010/11 for the Kingston library totaled $337,819.13, a decrease of 2.8%. The overall decrease was primarily the result of a decrease in the amount of money placed on deposit with the Strand Bookstore and of a decline in standing orders purchased. Firm order purchases were up by 22.4%. The Kingston library's expenditures on monographs amounted to approximately 11.5% of the Kingston materials budget; with the remainder spent on journals and databases.

The average price we paid for a monograph during FY11 was $43.49, down 4.4% from FY10.

Expenditures by type

Of total Kingston spending on monographs, $103,206.32 was approvals through Strand, a decrease of 31.1% over FY10. The greatest amount of money was spent on firm orders, $220,093.77, an increase of 22.4% over FY10. Expenditures for standing orders decreased by 24.8% to $20,841.37.

Volumes added

The total number of monograph volumes added to the collection was 10,670, a decrease of 7.5%. This decrease was mostly driven by a 25.5% decline in gift volumes added, to 2,903. The number of approval volumes from Strand was down 4.9% to 3,715. Our return rate for Strand approvals was 0.3%.

Firm order volumes added were up 11.2% to 3,901. Unlike last year, we received a greater number of volumes on firm order than on approval. The number of volumes added through standing order was down 30.7% to 151.

Vendor Meetings

Head of Acquisitions Rathemacher met with the following vendors during 2010/11:

- <u>August 12, 2010</u>: John Henderson (Regional Sales Manager), EBSCO Publishing, re: Business Source Premier and other databases.
- <u>September 20, 2010</u>: Bruce Daley (Account Representative) and John Lenahan (Director for the Northeast), ProQuest, re: databases, backfiles, the new CSA platform, URI's needs, ABI/INFORM vs. EBSCO's Business Source Premier, consortial discounts and models, integration of Digital

Microfilm with newspaper databases, dissertations, working papers, and the direction in which ProQuest is headed from a corporate standpoint.

- September 27, 2010: Melissa Behney (Account Services Manager) and Terry Walsh (Sales Representative), EBSCO Information Services, re: EBSCONET ERM Essentials product, e-package renewals through EBSCO, our upcoming renewal, anticipated inflation, the JSTOR Current Journals Project. (With Cerbo)
- November 10, 2010: Sue Wolfman (Member Representative) and Maria Brady (Regional Support Specialist–New England), Lyrasis, re: journal package deals, combining Lyrasis accounts for RIU, RIN, and RIX to save money.
- November 22, 2010: Patrick Moriarty (Library Services Consultant), OCLC, re: WorldCat Local future developments including article integration and built-in resource sharing, a journal A-Z list and link resolver, OCLC expenditures and pricing for cataloging services, our level of cataloging use, Sky River, and OCLC's Web-scale Management Services. (With Cerbo)
- November 30, 2010: Evan Erlichman (Regional Sales Manager, Medical Research), Ovid, re: possibility of converting some of URI's subscriptions to a site license from the individual user / concurrent user model, Nursing@OVID product, OVID Nursing Full Text Plus product, OVID e-book packages, back files available, possibility of linking to URI Reference's chat feature under OVID's "Ask a Librarian" link, 10% HELIN discount for any new subscriptions.
- December 7, 2010: William Edgar (Associate Account Manager, New England & Canada), Elsevier, re: new "SciVerse" hub integrating all Elsevier content, conversion of URI's subscriptions to Elsevier's book series to online format, e-books.
- March 16, 2011: John Long (Consultant), Eastern Book Company, re: e-books from ebrary and Sage available through EBC, changing market for books, next year's budget and our purchasing plans, e-book platforms and publisher strategies, EBC's excellent customer service.
- March 21, 2011: Melissa Behney (Account Services Manager), EBSCO Information Services, re: upcoming retirement of Bridget Day our Customer Service Representative, FTE updates, EDI invoices, plans to save 1.5% by no longer participating in Guaranteed Rate Plan, e-mail only invoices, updates to EBSCONET. (With Cerbo)
- June 16, 2011: Shelly Stuard (Director, Library Services), Alibris, re: Alibris' services for libraries, especially the acquisition of out-of-print and out-of-stock-indefinitely books. (With Burkhardt, Cerbo, Zinser)

Statistics

A detailed statistical report on serials and total library expenditures is available in the "Acquisitions Unit Annual Report 2010-2011 statistical supplement" spreadsheet.

Inventory

We plan to continue the inventory of the book collection using our new procedure. Students will work on the project and all Acquisitions Unit staff will be asked to work on inventory for one hour a week.

Weeding

A possible project for FY2012 is to work with the Collection Management Officer to design a procedure for weeding little-used books from the collection. Lists would be generated of older items never checked out or checked out a minimal number of times. Students and Acquisitions staff would gather the materials and present them to subject selectors for evaluation. Acquisitions staff would then manage the withdrawal of unwanted materials.

Media Materials

In FY12, the Acquisitions Unit will assume responsibility for ordering all media materials, including those purchased with non-library funds, i.e. with funds from the Department of Film Studies. We will set up additional "x" fund codes as needed to accurately track these expenditures.

EDI Invoicing

The HELIN Board of Directors has voted to purchase Sierra, the new integrated library system software from Innovative Interfaces, Inc. We are hoping that Sierra supports EDI invoicing, which would allow us to receive our invoices in electronic format, avoiding the need to key each line item on an invoice. If EDI invoicing is a separate product in Sierra as it is in Millennium, we will advocate with HELIN Central for its purchase.

E-Books / Strand

In 2012 we will make our first real foray into purchasing e-books. We plan to purchase the complete Project Muse e-book offering that will be made available in January 2012, as well as the JSTOR e-books slated for release in July 2012. These e-book purchases will most likely be funded with money currently spent with Strand, and many of the e-books provided by Project Muse and JSTOR will be from publishers that publish a large portion of the Strand titles we receive. For these reasons, our expenditures with Strand will probably decrease significantly after January 2012. Managing e-book purchases will need to be integrated into the workflow of the Bibliographic Access & Resource Management Librarian.

Automated ordering

Other HELIN libraries have made strides in automating acquisitions workflows. In this model, a staff member places book orders through a vendor's Web site, but the creation of bibliographic and order records is done automatically through batch-downloads, saving time. When the book arrives, a full catalog record is downloaded and the order record is automatically updated with pricing and other information, saving copying cataloging time and invoice-processing time. In most cases, the book also

arrives shelf-ready, saving processing time. In FY12, we will continue to monitor the progress made by Providence College in automating their acquisitions with YBP and Eastern Book Company. When the kinks have been worked out and procedures have been created, we will consider moving at least some of our ordering in this direction.

Procedures

In FY12 we will continue to update Unit procedures in the Technical Services wiki. A focus will be on updated binding procedures that reflect the change in vendors to Acme. Another focus will be on any changes made necessary after the implementation of Sierra (if this happens in FY12). Additional procedures will be created as needed, especially for work of the Unit that has not yet been documented.

Label printer research

Steve Hyndman of YBP mentioned a new spine label printing technology at a meeting of the HELIN Cooperative Collection Development Task Force in FY10. Apparently many large libraries, including Harvard, are very enthusiastic about printing spine labels on thin plastic using the technology employed by FedEx and UPS to print their shipping labels. Hyndman noted that the printers themselves are small, quiet, and relatively inexpensive. We will try to find time to investigate this technology during FY12 to see if it would better meet our label-printing needs.

FY12 Budget

The library's materials budget was increased for FY12 to $3,494,806, an increase of $186,472 over our FY11 budget. This should be adequate to cover inflation in the prices of journals, books, and databases but not the addition of any new resources. We do not anticipate the need for any subscription cancellations in FY12.