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Acquisitions Unit Annual Report 2012-2013

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Acquisitions Unit Annual Report 2012-2013

Andrée J. Rathemacher • Head, Acquisitions

Version: July 29, 2013

Personnel

Acquisitions Unit Staff & Faculty

As of the end of FY13, the Acquisitions Unit was comprised of the following members: Andrée Rathemacher (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), Sandra Steele (IST I), Janice Ward (IST I), and Lisa Zinser (IST I).

Student workers

During 2012/13, the following students worked for the Acquisitions Unit:

- Keaton Albro
- Kayla Dilorenzo
- Rebecca Giguere
- Kristie Saliba
- Michael Wilkens

Total student hours worked during the year were **1,173.88 hours**, which averages about 22.5 hrs./wk. This is down from 1,847.89 hours for FY12.

Total Acquisitions Unit student expenditures for FY13 amounted to **\$8,454.54** of a total allocation of \$13,000. This was down from \$13,835.41 in FY12, a decrease of 38.9%. The difference in expenditures between FY12 and FY13 was due to the fact that in FY12 the Acquisitions Unit funded a graduate student to upload digitized Marine Affairs masters theses to DigitalCommons. We did not have this expenditure in FY13. In addition, in FY13 Bannister actively tried to conserve the student budget in case a summer project like the one in FY12 materialized.

Work of the Unit

Binding

Our binding budget for FY13 was \$13,000, up from \$12,350 in FY12. We ended the year having spent \$8,015.45, down from \$10,804.36 in FY12 (a decrease of 25.8%). The number of volumes bound continues to steadily decline.

From FY12 to FY13, the average price per volume increased from \$7.71 to \$7.84 (1.7%). In FY13, the State of Rhode Island awarded a new Master Price Agreement for library binding to Acme Bookbinding of Charlestown, Massachusetts. The former MPA (also with Acme) had expired on June 30, 2011, had

been extended one year through June 30, 2012, and had been subsequently extended month-to-month while the bid process was underway. On October 24, 2012, the MPA contract was awarded. It covers the period from September 1, 2012 through June 30, 2015 with the option of two one-year renewal options. Prices increase each year over the course of the contract.

Also in FY13, payment for binding at all branches was centralized in Kingston. This decision was made in October 2012, because Downey at Pell was having trouble getting GSO to process binding invoices in the absence of an MPA. Downey now forwards her binding invoices to Contois for payment from a centralized binding budget. (CCE does not bind.)

Some other notable changes:

- The number of periodical volumes bound decreased significantly (by 44.5%) from FY12 to FY13. This reflects the continued conversion of print subscriptions to online-only .
- The number of volumes bound for Government Publications decreased by 57.3% while the number bound for Special Collections increased by 81.5%.
- The number of monographs sent for repair increased only slightly, by 8.5%. Contois continues show damaged volumes to the Collection Management Officer, who frequently decides to withdraw rather than repair.

	Appropriation	Expenditure	Percent Spent
Binding budget for FY13	\$13,000.00	\$8,015.45	61.7%

	FY12	FY13	Percent change
Volumes added by binding	981	690	-29.7%

Volumes sent for binding	FY12	FY13	Percent change
Journals	712	395	-44.5%
Children's Books	1	1	0%
Reference	3	2	-33.3%
Govt. Pubs.	157	67	-57.3%
Special Collections	124	225	81.5%
Monographs (repair)	306	332	8.5%
Free corrections (mistakes)	98	1	99.0%
Non-library	303	239	-21.1%
TOTAL	1,704	1,262	-25.9%

Copy Cataloging / RDA

The HELIN Consortium adopted the RDA cataloging standard in April 2013. The transition is still in its early stages, and URI is currently accepting AACR2 and RDA records. Cerbo worked with Acquisitions staff beginning in October 2012 to train them on how to implement RDA at URI. He offered training in how to look at the new RDA records and what problems might be encountered (e.g. new fields, definitions, terms, codes, etc.) Copy-cataloging staff have a basic understanding of RDA and have been editing RDA records without any major problems. Cerbo answers questions as they arise and continues to introduce staff to the new cataloging rules.

Duplicates Weeding Project

During FY13, Acquisitions Unit staff continued to work with Collection Management on weeding duplicate titles in the collection. Items targeted for weeding were second copies of books that have never circulated and that were cataloged more than five years ago. Throughout the year, Bannister used Millennium and Excel to create lists of targeted items. Acquisitions staff (with the exception of Contois) gathered one book truck (about 75 volumes) of strict duplicates each week for removal on a rotating basis, while Collection Management Officer Burkhardt herself focused on duplicate editions. Contois handled the withdrawal process, including removing the item record from the catalog, removing holdings from OCLC when applicable, and disposing of the physical volumes. As of June 30, 2013, 7,761 volumes were withdrawn during the year. This project was suspended for 6 months (January – July 2013) due to the inability to create lists using call numbers in the new Sierra software.

Inventory

Inventory continued in FY13, with each Acquisitions staff member spending one hour each week in the stacks. Students also assisted with inventory. Over the course of the year 45,954 items were searched and:

- 549 corrections made to HELIN
- 226 missing items recovered
- 267 volumes found with no barcode
- 839 volumes found with no item record
- 575 search cards for missing items sent to Circulation
- 598 new labels created

The FY13 numbers are down 38% from FY12; the inventory project was also suspended from January to July 2013 due to the inability to create lists using call numbers in the new Sierra software.

Oversize Book Project

In early 2013, Collection Management Officer Burkhardt noticed many books in the regular stacks that were oversized. With the weeding and inventory projects stalled due to problems with Sierra lists, the Acquisitions Unit began a project to transfer these books to the Oversized stacks. Acquisitions students, equipped with rulers, searched the regular stacks for any potential oversized books and brought the

books back to Acquisitions. Acquisitions Unit staff changed the item record locations in the HELIN Catalog to Oversized, and students printed new labels and attached them to the books. The books were then returned to Circulation for re-shelving in their new home. This project was extremely short-lived due to lack of space on the Oversized shelves. To continue the project, the Oversized shelving area will need to be expanded.

Digital Initiatives

Over the course of the year, Ward spent approximately 250 hours assisting Lovett with Digital Initiatives work. She searched online for faculty articles that, per publisher policy, were permissible to be posted in DigitalCommons. Ward downloaded the articles to a shared server and recorded the results in a GoogleDocs spreadsheet.

Sierra

In January 2013, HELIN's Innovative Interfaces integrated library system was converted from the Millennium client to the new Sierra client. In preparation for the shift, Sierra was loaded onto all staff computers in late 2012. The transition went fairly smoothly, since the Sierra interface is not significantly different from Millennium (most of the differences from Millennium are in system architecture). After the Sierra installation, neither Millennium nor the old character-based telnet system (which was still used on occasion by Gardiner and Zinser) was available. Sierra was initially plagued by slowness and instability, which affected staff productivity. In addition, a number of the "create list" functions did not work from January through June 2013, for example the ability to create lists by call number or fund code. This interfered with inventory, weeding, and other work of the Unit.

Procedures Updated

These are some of the new procedures created in FY13:

- In August 2012, Rathemacher created a procedure for "Importing Serials Invoices from EBSCONET." This procedure detailed how staff can now import EBSCO invoices into Millennium for payment directly from EBSCONET. (Previously, we had to request that Ruth Souto of HELIN fetch the invoice from EBSCO's FTP site and load it into our acquisitions module.) The procedure was shared with other libraries in the HELIN Consortium.
- In August 2012, Rathemacher created the procedure, "Processing EDIFACT Monograph Firm Order Invoices." HELIN had recently purchased (with loyalty points) the "EDIFACT Invoicing" software for the acquisitions module. EDIFACT Invoicing allows the library to receive invoice files for monographic and firm orders from vendors via FTP. The files are loaded into Millennium and generate invoice records for staff processing without re-keying of order or financial data. Gardiner now processes invoices from EBC and YBPO using EDIFACT. The procedure was shared with other libraries in the HELIN Consortium.
- In October 2012, on behalf of the Technical Services Department, Rathemacher created the "Procedure for DigitalCommons records when item is also held in print."

Staff development activities

Staff were involved in the following training and professional development activities during FY13:

Conferences, Lectures, etc.:

- Bannister, Contois, Gardiner, Steele, Ward, and Zinser attended Cerbo's session "Introduction to the New RDA Cataloging Rules" at URI (October 22, 2012).
- Bannister attended the Library Faculty Development Committee Brown Bag, "Amanda Izenstark on Survey Monkey and Google Forms" (December 18, 2012).
- Bannister, Contois, Steele, and Ward attended the HELIN Annual Conference at Bryant University (January 16, 2013).
- Bannister, Steele, and Ward attended "RDA Coming to HELIN on April 1 (No Joke!) — What You Need to Know" at Bryant University (February 12, 2013).
- Contois attended "20,000 Voices: Exploring Big Questions about Community, Equity, and Diversity" at URI (February 26, 2013).
- Steele attended the Library Faculty Development Committee Brown Bag, "Michael Khalfayan on Computer Security at URI" (March 6, 2013).
- Steele attended the "URI Technology Symposium" (March 20, 2013)
- Bannister attended the "2013 Cybersecurity Symposium: Workforce Development: Preparing the Next Generation" at URI (May 2, 2013).
- Contois attended "Follow-Up for 20,000 Voices" at URI (May 2, 2013).

Webinars:

- Bannister, Contois, Steele, and Ward attended an OCLC Webinar, "Connexion Client Module 03 – Basic Editing and Record Processing" (August 4, 2012 and September 20, 2012).
- Bannister, Contois, Steele, and Ward attended an OCLC Webinar, "Connexion Client Module 08 – Original Cataloging" (September 6, 2012)
- Contois and Steele attended an OCLC Webinar, "Connexion Client Module 01 – WorldCat, MARC, and Client Basics" (September 17, 2012)
- Bannister, Contois, Steele, and Ward attended an OCLC Webinar, "Connexion Client Module 02 – Basic Bibliographic Searching" (September 18, 2012)
- Contois attended an OCLC Webinar, "Connexion Client Module 04 – Save Files, Fine Management, and Batch Processing"
- Steele and Ward attended an ALCTS Webinar, "RDA for the Non-Cataloger: What's in It for You?" (October 31, 2012).

In-house Training:

- In April 2013, Cerbo held a meeting with Acquisitions staff to see how they were dealing with the change to RDA and to answer policy and procedure questions.

Staff service

- Contois served on the Libraries' Diversity Committee.
- Contois and Ward served on the Pauline Moulson Staff Excellence Award Committee.
- Contois and Ward served on the Holiday Party Committee.
- Bannister regularly 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 2012, Bannister began distributing all Acquisitions Unit mail on a daily basis.
- In August 2012, the Alumni Association discontinued their subscription to ProQuest's ABI/Inform due to low usage. They also ceased authenticating alumni access to other databases for which it was permitted.
- In August 2012, to offer better service, we began rush-ordering all "Notify" books (books that a requestor wants held for them once cataloged.)
- In May 2013, we questioned the basis of OCLC's subscription rates for the branch locations RIN (Pell) and RIX (CCE). OCLC initiated an appeal, lowering the upcoming FY14 price for RIN by \$1,497.80 (21.0%) and the price for RIX by \$453.12 (23%). Total savings will be \$1,950.92 (21.4%).

Technology

During 2012-13, the following new technology was acquired by the Unit:

- Cerbo received a new iMac in early FY13.
- Cerbo's iMac was transferred to Gallagher in late FY13, at which time Cerbo received a new PC.

Serials Acquisitions

Format conversions

About 16 titles were converted from print-only or print+online format to online-only format in 2013.

New e-journal packages

One new e-journal package was added in 2012-2013:

- **Taylor & Francis Combined Library**

- We began this subscription through the Waldo Consortium in August 2012. In return for a non-cancellation clause during the length of the agreement (through December 2014) and an additional payment of \$17,750 (31.9% of the value of our 72 subscribed titles), we receive access to all Taylor & Francis journals from 1997 to the present (with the exception of titles whose most recent volume number is 1 through 7) and an annual price increase cap of 3%. As a result, the number of Taylor & Francis journals we have access to increased from 72 to 1501 (an increase of 1,984.7%). The library's average cost-per-title decreased from \$773 to \$49 (a decrease of 93.7%). With the acquisition of this package, URI now subscribes to portfolio packages from all the major publishers.

According to Serials Solutions, the total number of unique e-journal titles accessible at URI increased from 33,787 in 2012 to 82,779 in 2013, an increase of 145%.

New e-book packages and e-books

The URI Libraries continued experimenting with e-books in 2012-13, so long as they met our criteria of one-time purchase, perpetual access, no DRM (digital rights management), unlimited simultaneous users, and no platform hosting fees.

In November 2011, Lyris signed an agreement with ARL to negotiate licenses on behalf of ARL libraries. ARL has a strong set of minimum standards for all e-book licenses, including best practices with regard to fair use rights, archival rights, scholarly sharing, and interlibrary loan. In 2013, we were able to purchase the Project Muse e-book collection through Lyris under the ARL license, and given the strength of these licenses, it is advisable for us to seek out ARL licensed content through Lyris whenever possible.

In FY13 we purchased four individual e-books hosted on the Gale Virtual Reference Library, ABC-CLIO, and Books@OVID platforms. These were purchased directly from the vendor by Rathemacher. In addition, we purchased the e-book packages listed below.

- **Project Muse 2013 Complete Collection (UPCC Book Collections)**
 - Collection of approximately 2,920 university press e-books published in 2013. Purchased through Lyris with a 21.5% discount. \$71,619.
- **Project Muse 2012 Complete Supplement (UPCC Book Collections)**
 - Collection of 368 books published in 2012 that were not available at the time the 2012 Complete Collection was released. Purchased through Lyris with a 20.5% discount. \$9,952.
- **Springer Behavioral Science Library 2009-2012**

- 243 behavioral science e-books from Springer published from 2009-2012. Purchased through NERL for \$3,802.
- **Springer Behavioral Science Library 2013**
 - 85 behavioral science e-books from Springer published in 2013. Purchased through NERL for \$2,305.
- **Springer Earth & Environmental Science Library 2013.**
 - 285 earth and environmental science e-books from Springer published in 2013. Purchased through NERL. Negotiated an additional 3% discount from NERL price. \$13,893.

Reference database changes

Through the drop-add process, the Reference Unit selected three new databases to begin in July 2012:

Chicago Manual of Style online	\$960
Europa World online	\$2,093
Oxford Reference	\$3,800
TOTAL	\$6,853

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

ReferenceUSA Business (online) [partial value of total cost that had not been applied to FY12 business database drop-add]	\$1,500
<i>Europa World Year Book</i> (print)	\$1,630
<i>United States Pharmacopeia and USP/NF Supplement</i> (print)	\$949
<i>Consumer Reports with Consumer Reports Buying Guide</i> (print)	\$35
Credit for overage during FY12 drop-adds	\$2,619
TOTAL	\$6,733

In addition to the Reference Database Drop-Adds above, as of July 1, 2012, Reference changed their PsycINFO subscription from the ProQuest to the EBSCOhost platform, saving \$171 (1%). From July through December 2012, the American Psychological Association allowed dual access on both the EBSCOhost and ProQuest platforms to our PsycARTICLES subscription, so that PsycARTICLES would be on the same platform as PsycINFO. PsycARTICLES was officially changed to the EBSCOhost platform starting in January 2013.

For FY13, AskRI.org renegotiated their state-wide database contract with EBSCO. As a result, URI Libraries gained access to the following new databases:

AtoZ Databases
Auto Repair Reference Center (EBSCOhost)
Biography Collection Complete (EBSCOhost)
Literary Reference Center (EBSCOhost)
Novelist (EBSCOhost)

Points of View Reference Center (EBSCOhost)

In addition, through the URI Research Office we gained access to SPIN from InfoEd, a database of funding opportunities. SPIN replaced the former database COS Funding Opportunities from ProQuest.

Finally, one of the one-time, year-end purchases, American West (Adam Matthew), was a reference database (see below).

Back files / one-time purchases acquired (not including e-books)

The following non-book back files / one-time e-resource purchases were obtained under a permanent ownership model at the end of FY2013 with money left over in the library materials budget:

	Purchase price	Annual fee
American Chemical Society Legacy Archives	\$61,500	\$0
American West (Adam Matthew)	\$25,000	\$0
D&B Country Reports and D&B Country RiskLine Reports	\$5,500	\$250
JSTOR Arts & Sciences XII Archive Collection	\$50,925	\$0
Nature Climate Change 2011-2013	\$7,753	\$0
Oxford Journals Humanities Archive 2013	\$59,213	\$750
Oxford Journals Social Sciences Archive 2013	\$55,028	\$750
Sage Backfile Upgrade Package 2013	\$2,416	\$0
Wiley History & Archaeology Backfiles 2013	\$11,050	\$0
TOTAL	\$278,385	\$1,750

Cancelled titles, misc.

Approximately 291 individual serial subscriptions were canceled for the 2013 subscription year, of which 239 (82%) were online-only and 52 (18%) were print. Many of these became available through new or existing packages. These include:

- 135 titles in the Wiley-Blackwell Full Collection
- 93 titles in the Taylor & Francis Combined Library
- 6 titles in the JSTOR Current Scholarship Program
- 5 titles in Project Muse Premium Collection
- 5 titles in Sage Premier
- 5 titles in BioOne
- 3 titles in Opinion Archives
- 2 titles in the Oxford University Press Complete Collection
- 2 titles in the Springer Journals Full Access Collection
- 6 titles converted to Open Access
- 1 title ceased
- 6 titles with excessive price increase
- 5 titles with content available in aggregator database with no embargo

- 10 Reference titles not used
- 4 titles Reference drop/add
- 2 titles with subscription problems

Volumes added

The total number of serials volumes added through subscriptions, binding, and gifts totaled 754, a decrease of 28.3% from the previous year. Most of this decrease resulted from a decrease in volumes returned from the bindery.

<h2>Monographs Acquisitions</h2>

Expenditures

Total monograph expenditures with funds from the library budget were \$409,521 in FY13, up 25.9% from FY12. This increase was primarily due to large e-book purchases from Project Muse and Sage, which totaled \$101,571. These figures do not include endowment spending on monographs, which at \$36,877 in FY13 was up 126.9% over FY12 due to a larger distribution of funds by the Foundation and increased efforts by selectors.

Thus total expenditures on books during 2012/13 for the University Libraries were \$446,398, an increase of 30.7% over the previous year. The University Libraries' expenditures on monographs amounted to 12.4% of the materials budget, with the remainder spent on journals and databases. This is an increase over FY12, when the proportion spent on monographs was 10.0%, a welcome development if it proves to be a trend.

The average price paid for a print monograph during FY13 was \$62.22, up 13.2% from FY12. This was probably due to a decreased number of titles from Strand, which are deeply discounted. It is worth noting that the average price paid for e-books was \$26.29.

Expenditures by type

Of total spending on monographs, \$50,000 was approvals through Strand, the same amount as in FY12. The greatest amount of money was spent on firm orders, \$343,687, an increase of 35.1% over FY12. Expenditures for standing orders decreased by 24.5% to \$15,834.

Volumes added

The total number of print monograph volumes added to the collection was 9,732, an increase of 7.9%. This increase was driven mostly by a 38.5% increase in gift books added to the collection and by a 14.6% increase in firm orders.

The number of books on approval from Strand decreased from 2,371 in FY12 to 1,440 in FY13 (-39.3%), as we asked Strand not to ship any books from publishers participating in the Project Muse e-book

collections. The number of standing order volumes decreased by 15.4%; standing order receipts are fairly unpredictable.

In addition to the increase of print monographs added to the collection, the number of e-books acquired increased from 2,286 in FY12 to 3,905 in FY13, an increase in 70.8%. This was driven primarily by an increased number of titles in the Project Muse collection and our purchase of three Springer e-book collections at the end of the fiscal year.

Gifts

In FY13, a number of entities on campus provided us with new materials that they purchased or extra funds for purchasing library materials:

- \$3,399 worth of DVDs and books from the Department of English for the Media Resources Center and the general collection.
- \$38 worth of DVDs from the Film Studies Program for the Media Resources Center.
- Approximately \$2,500 worth of materials from the School of Education for the Curriculum Materials Library.
- \$2,548 from the Office of the Provost for materials in support of the Cluster Hire Initiative in Islamic and Mediterranean Studies.

Vendor Meetings

Head of Acquisitions Rathemacher met with the following vendors during 2012/13:

- October 2, 2012: John Long (Senior Library Sales Manager), World Scientific Publishing Company, re: World Scientific's books, journals, e-books. Agreed to a trial from 10/15/12 to 11/15/12 of their "Asian Business and Economics E-Book Collection."
- October 4, 2012: Colleen Hunter (Assistant Director, Library Relations—Shared Shelf), ARTSTOR, re: Shared Shelf (with Linda Mugica, Jim Kinnie, and Julia Lovett).
- November 13, 2012: Theresa DeBenedictis (Digital Archive Sales Executive), Gale, Cengage Learning, re: Gale archive available and consortium deals through NERL and CRL.
- January 10, 2013: John Carino (Senior Sales Manager), Mergent/Dun & Bradstreet, re: new business databases available from Mergent.
- March 11, 2013: Colleen Hunter (Assistant Director, Library Relations—Shared Shelf) and Siân Evans (Senior Library Relations Associate – Shared Shelf), ArtSTOR, re: new features of Shared Shelf and consortium pricing discounts (with Lovett and Ferria).
- March 14, 2013: Dylan Moulton (Academic Licensing Manager), Springer Science+Business Media, re: URI's journal usage doubled since participation in NERL deal, Springer e-book options.
- March 26, 2013: K.C. Trommer (Subscriptions and Marketing Coordinator), ACLS Humanities E-Book Collection, re: their e-book collection, available by subscription only.

- April 3, 2013: SharedShelf “Open House” with Colleen Hunter (Assistant Director, Library Relations—Shared Shelf) and two colleagues, ArtSTOR (with Jim Kinnie, Julia Lovett, Angel Ferria of the Library; Linda Mugica and Pamela Warner of the Department of Art & Art History; and Linda Welters and Margaret Ordoñez of the Department of Textiles, Fashion Merchandising, and Design).
- April 22, 2013 [telephone]: Brandee Serreno (Online Product Manager, SAGE Knowledge), SAGE, re: provided feedback to Sage on two e-book business models they are investigating.
- April 23, 2013: Sherry Sullivan (Member Outreach Representative), Lyrisis, re: Lyrisis eBook Collaborative, Lyrisis Digitization Collaborative, ARL Licensing Initiative (with Lovett).
- May 1, 2013: Michael Duffy (Library Sales Manager), Sage Publications, re: Sage e-books, Sage Knowledge, Adam Matthew archival collections, URI Open Access Policy, need for text-mining rights in licenses.
- May 22, 2013: Laura Zusman (Collection Development Manager), YBP Library Services, re: YBP customer service, GOBI functionality, out-of-print book search, pre-processed materials and workflow options, e-book ordering, rush orders, approval plan costs, slip/notification plans. (with Bannister, Gardiner, Zinser)
- June 11, 2013: Pat Moriarty (Director, Institutional Sales and Strategic Partnerships, Northeast Region), JSTOR, re: Books at JSTOR PDA option through Waldo, text-mining, possibility of buying out of JSTOR Annual Access Fees, JSTOR usage.

Statistics

A detailed statistical report on serials and total library expenditures is available in the “Acquisitions Unit Annual Report 2012-2013 statistical supplement” spreadsheet.