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Monographic Acquisitions and Copy Cataloging (MACC) Annual Report 2001-2002

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Monographic Acquisitions/Copy Cataloging Unit

Annual Report
2001-2002

Staffing

The 2001-2002 year brought a couple of changes in the MACC Unit staffing situation. Last year we began the process to upgrade the last (fourth) staff member from Word Processing Typist to Library Technician. The paperwork was completed before the end of last fiscal year. That process was completed and we received a letter dated August 7, 2001 that the upgrade had been approved and would be retroactive to July 15, 2001.

June 2, 2002 Scott Briggs laterally transferred to a Library Technician position in Reserves. The Unit is now down by one full time staff member (25%). The prospect of replacing Scott does not look promising, in light of the current budgetary difficulties. There is a freeze on all hiring. Unless an internal shifting of positions is considered, it would appear that the vacancy will not be filled in the foreseeable future. This situation will obviously have an impact on production and workflow.

Hardware and Software

Last year we reported that Millennium software had been installed on three of the five computers in the Unit. This year the two older computers in the Unit were replaced with two Dell XP machines and the Millennium software was installed. We have been informed that Innovative will be conducting four days of training in September. We will wait for training before we begin using the Acquisitions module. Our understanding is

that the Acquisitions module is very complex, involving ordering and receiving as well as the financial components.

As reported in last year's annual report, we had hoped for a consortia agreement regarding batch uploading of holdings in order to efficiently use the Millennium Cataloging Module. That has not materialized. We will attend the training sessions in the Fall and determine if and how we might use this module.

This past year we changed the printing of the monthly reports. We are now using the Unit laser printer and producing our reports on standard 8 ½" x 11" paper rather than on the oversize computer paper. A great improvement.

We are ending this year using Passport as our cataloging interface. As of July 1, 2002 Connexion is the new Web cataloging interface. Passport will continue to be supported through 2002 and is due to disappear by the end of 2003. Speculation is that will not happen until the new interface has full functionality. Although four of us from Kingston did attend a MicroEnhancer workshop at NELINET this year, we will wait to see what happens after July 1st to decide how to proceed. By this time next year we will, in all likelihood, be using an entirely different cataloging interface.

Monographs

We received twelve regular approval shipments this past year (approximately 255 books per month) as well as two additional shipments for April and May for a total of 3991 volumes. This figure was up from 2901 volumes last year (38%). Gift receipts were down by 28% from 2607 to 1865 volumes. Total purchased volumes increased by 792 or 11% (7518 up from 6762 volumes).

Inventory

We began the inventory project in October of 2001. After a few set up problems, we made great progress. We finished the A's through the C's. Down by 25% staffing has caused us to halt the inventory as a routine part of the work schedule. We are currently in the D's, and hope that we can resume the inventory soon. This project has resulted in a great deal of database cleanup for those records inventoried, as well as much neater stacks because of mending and relabeling. We intend to hire a graduate student in Library Science this fall to help with the inventory project during the academic year, but progress will be slow, at best, since we are not at full staffing level.

Since it has been twenty five plus years since the last inventory, we experimented with set up and scanning. We were not sure what to look for or what problems might arise. We did not begin to keep track of time spent on the project until January, but since we used a log to record areas scanned, we can estimate time spent scanning before January (approximately 30 minutes each scan session). The reports were difficult to understand, but we became experts at interpreting them. Missing items might not be missing, but entered with typos in the record, or they might have been misshelved. These problems take a good deal of time to decipher and resolve. Those items actually determined to be missing (after two follow up searches) are forwarded to Circulation to enter their formal search procedure.

Some summary statistics on this project: currently scanning DA's; staff scanning time approximately = 125 hours; staff list time = 369 hours since February; volumes scanned to date = 49,285; volumes expected on shelf = 49,532; volumes misshelved = 14,443; items missing =1495; missing items found = 612*; HELIN record corrections =2,522*; items without barcodes = 279*; no item in system = 526*.

*These figures have been calculated through BX only.

Submitted by

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July 2002

Monographic Acquisitions / Copy Cataloging
Monthly Statistics

2001-2002

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD
Acquisitions													
Requests Searched	624	1125	572	934	695	413	387	1436	808	480	422	404	8300
Duplicates Returned	121	363	162	375	109	24	38	654	448	18	86	51	2449
Titles Ordered	457	320	202	161	237	264	236	556	317	329	255	203	3537
Volumes Added	789	914	756	596	435	835	741	459	879	1212	1033	734	9383
Firm Orders Added	253	339	324	265	163	239	231	168	522	385	229	190	3308
SO Vols Added	13	13	14	32	8	25	22	12	19	33	13	15	219
Gifts Added	259	342	181	26	30	317	228	48	76	44	108	206	1865
Approvals Added	264	220	237	273	234	254	260	231	262	750	683	323	3991
Mform Added	18	0	0	27	0	17	0	0	0	43	0	15	120
Media Added	33	32	35	24	1	20	11	19	5	60	4	36	280
Invoices Processed	42	49	44	59	29	61	52	37	60	67	64	41	605
Copy Cataloging													
LC Copy	550	517	751	444	373	304	478	455	696	940	870	611	6989
Sent to Cataloging	121	116	185	108	92	71	178	109	210	155	240	279	1864

HELIN- MACC Unit
Monthly Statistics

2001-2002

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD
Bibliographic Records													
New	19	5	2	3	8	8	4	5	4	4	24	1	**87**
Updates	799	612	401	362	550	595	527	830	457	389	698	564	**6784**
Deletions	63	13	4	25	12	2	10	10	7	4	11	61	**222**
Item Records													
New	31	40	56	92	130	133	199	425	56	65	241	4	**1472**
Updates	333	200	287	736	1195	673	958	487	360	431	684	133	**6477**
Deletions	207	144	12	66	13	13	16	7	20	16	16	0	**530**
Order Records													
New	734	540	439	434	471	518	496	787	579	1079	938	517	**7532**
Updates	877	574	525	230	130	150	155	89	238	234	99	577	**3878**
Deletions	762	461	516	324	0	0	0	33	32	0	2	277	**2407**