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Serials Unit Annual Report 2007-2008

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Serials Unit Annual Report 2007-2008

Andrée J. Rathemacher, Head, Serials Unit

Version: September 2, 2008

Personnel

Staffing at beginning of year

We began FY2008 in July 2007 with four full time staff members:

- Michael Carpenter (Systems Support Technician I)
- Pauline Contois (Information Services Technician I)
- Marjorie Jackson (Librarian)
- Paula Thompson (Information Services Technician I)

Resignation of Michael Carpenter

In summer 2007, Michael Carpenter resigned. His last day of work was August 4, 2007.

Hiring of Dianne Preble as Information Services Technician II

Michael Carpenter's position was reconfigured and with the cooperation of Human Resources, reclassified to Information Services Technician II. The Information Services II position was created to serve as staff and student supervisor of the Serials Unit and to provide back-up as needed in all functions of the unit, as well as to assist the Serials Librarian with tasks related to the management of electronic resources, such as verifying access and gathering usage statistics. The work schedule was set at Monday-Friday, 8 am to 4 pm. Dianne Preble, a Librarian in the Government Publications Unit, was hired to fill this position. She began her new position on January 6, 2008, but remained "on loan" to Government Publications for a week. Her first day of work in the Serials Unit was January 14, 2008. On September 2, 2008, Preble announced her intention to retire, effective September 26, 2008.

Overtime ends

With the hiring of Preble, overtime work in the unit ceased. Until Carpenter left, Carpenter, Contois, and Thompson were working 4 hours overtime each per week, for a total of 12 hours, to compensate for the vacancy caused by the retirement of Farrell. After Carpenter left, Contois continued working 4 hours overtime per week and Thompson began working 8 hours of overtime each week, again for a total of 12 hours. After Preble began working, overtime was no longer authorized.

Moving of offices

With Preble assuming the role of Unit supervisor and Jackson working part time, Preble was given Jackson's office (Room 259) and Jackson moved to the work area at the end of the hallway (Room 267a).

Change in work schedules of Contois and Thompson

In November/December 2007, with the approval of the department, Paula Thompson and Pauline Contois officially changed their work schedules and received letters from HR to that effect.

Thompson changed her hours from Sunday through Thursday, 1 pm-9 pm, to Sunday through Thursday, 10 am-6 pm. Contois changed her hours from Sunday through Thursday, 1 pm-9 pm, to Sunday through Thursday, 12 pm-8 pm. Both were able to retain their shift differential pay.

Extended absence of Contois

On December 25, Pauline Contois badly broke her ankle. (She was not at work at the time.) Her injury required an extended convalescence, and she was out of work from December 26, 2007 through March 31, 2008, returning to work part-time on April 1, 2008 and full time on April 15, 2008. She was on sick leave approximately 13 weeks. During this time, Preble took over processing invoices. All binding activities were suspended until Contois returned.

Jackson returns to part-time, then returns to full-time, then retires

Marjorie Jackson began FY08 working full time. On January 20, 2008, with the approval of the Head, Serials Unit and Chair, Public Services, she started working a reduced work week of 20 hours a week. On June 22, she returned to full time and announced her plans to retire at the end of July. Her last day of work was July 30, 2008.

Student workers

During 2007/08, the following students worked for the Serials Unit:

Christopher Bennett (processing)
Jennifer Cabrera (binding)
Christina Vicinanza (binding & processing)
Stephanie Witz (binding & processing)
Laura Wrath (binding & processing)

The total student hours worked during the year was 736.18, which averages about 15 hours a week. This is down from a total of 1820 hours (or 35 hours a week) during 2006/07. Part of this was due to Contois's extended sick leave and also, perhaps, to a policy that staff must be present to supervise student workers — they may not work unsupervised as they had occasionally in the past.

The total Serials Unit student expenditures for FY08 totaled \$2,757.52.

Staffing at end of year

We ended FY2008 in June 2008 with four full time staff members:

- Pauline Contois (Information Services Technician I)
- Marjorie Jackson (Librarian)
- Dianne Preble (Information Services Technician II)
- Paula Thompson (Information Services Technician I)

As of early FY2009, in September 2008, we have two full time staff members:

- Pauline Contois (Information Services Technician I)
- Paula Thompson (Information Services Technician I)

The retirements of Jackson and Preble were the result, in part, of changes in retirement policies for classified employees of the State. Those eligible to retire who did not retire by the end of September 2008 would have to pay for their health benefits in retirement and meet more stringent criteria for retirement in the future.

Staff Excellence Award

Pauline Contois was the 2007/08 recipient of the Library Staff Excellence Award.

Work of the Unit

Division of unit work

With the departure of Carpenter, the extended absence of Contois, Jackson returning to part-time status, and the hiring of Preble as Information Services Technician II, changes were made in work assignments during the year. We ended the year with work assignments divided as detailed below. However, with the retirement of Jackson and Preble and upcoming cancellations of print serials, more changes will take place in 2008/09.

Preble

With Contois on extended sick leave when Preble started her position in the Serials Unit, Preble took on the job of verifying, posting, and troubleshooting **invoices**. We are also still tracking Pell serials invoices and posting and tracking CCE serial invoices. The number of invoices has decreased somewhat with the transfer of a number of databases and packages to HELIN, but the volume remains steady.

Preble also handles the check-in and labeling of **annuals** and other serials that are not sent for binding, as well as unit **mail** (opening, distributing, responding, and retrieving as needed).

Initially, Preble was tasked with managing the **student workers** in the Serials Unit (hiring, scheduling, etc.). However, this proved to be complicated, as she did not directly supervise any students, and she was still learning all the tasks expected of them. With the retirement of Jackson, Preble will be directly training and supervising processing students, and so she will re-assume the role of student supervisor in FY09.

With Jackson returning to part time, Preble also took on Jackson's responsibilities of investigating "**mystery issues**" (serials received whose subscription status is indeterminable), handling **title changes** and splits for print serials (working with cataloging to update the bibliographic records in HELIN), and serving as a **liaison** with the Cataloging Unit in general.

With the reconfiguration of this position, several new responsibilities were added as well. A "**HELIN Access Checker**" spreadsheet was created to facilitate the process of checking that online access to databases and journal packages subscribed through the HELIN Consortium was set up and working correctly. Preble completed this annual task in early 2008. She identified several subscriptions that were not accessible, and as a result HELIN was able to contact the

vendors to correct the problems. We hope to implement a similar procedure for EBSCO online subscriptions.

Preble is also assisting the Serials Librarian gather **usage statistics** for electronic journals, including prices for calculating cost per use. She is also working with Contois to update all **binding procedures**, a work still in progress.

As supervisor, Preble is being cross-trained on all unit functions so she can serve as a **backup** in any area in case of extended absences, vacations, or backlogs.

Thompson

With the departure of Carpenter, Thompson now **checks in** all serials except for annuals and other materials that require labels. She **claims** missing issues on a regular basis, and follows up with our vendor EBSCO and publishers regarding claims. She updates checkin cards as needed when publication patterns change. She also gathers **usage statistics** for all reference databases on a monthly basis and adds them to a publicly-viewable spreadsheet.

Jackson

Jackson supervises all **processing** activities and handles a variety of jobs for the Unit. She hires, trains, and supervises students who process new books and other library materials. This primarily involves property-stamping and tattle-taping new books. Jackson also supervises students in the processing of the **newspapers** that the Library receives. She also, along with Contois, tracks the student budget for the Unit and works with Contois in the hiring, scheduling, and training of **student workers**.

Jackson also **prints labels** for books cataloged by the Cataloging Unit as well as for Government Publications and for materials that have changed locations (e.g. Reference books that are moved to the stacks). In preparation for Jackson's retirement, the job of printing of labels for books and other library materials cataloged by the Cataloging Unit was transferred to Michael Cerbo in the Cataloging Unit.

During 2007/08, we continued to receive many **gifts** of older serial volumes discarded by other Rhode Island academic libraries. Jackson sorted through gift volumes received, processed them as needed, updated the holdings in our catalog, and began to track separate statistics on volumes added through gifts.

Jackson also handles the processing of **special materials**, such as CDs/DVDs and maps (which require pockets or binders) and materials such as thin government publications or sheet music (which require reinforcing covers). In addition, Jackson **mends** library materials in needs of repair, including tipping in missing pages and errata sheets and re-stringing journals bound with string that were cut. She maintains an **inventory** of processing and mending supplies and reorders them as needed. And she records the **monthly statistics** on volumes processed, mended, and temp-bound.

Jackson also coordinates a number of tasks such as discarding "shelf-life" (do-not-bind) titles and Current Periodical Room issues for which the microfilm has been received. She performs

quality control checks, such as creating a review file of canceled titles that still have checkin cards that still need to be closed out. She supervised students in a project of verifying which issues of volumes were missing, so that we could correct our holdings statements. Students worked on this on occasions when there was not other work for them to do.

At the end of this year, in preparation for Jackson's impending retirement, we gave our **laminating machine** away to the Curriculum Materials Library. Jackson trained the CML Librarian and some of the Circulation Staff in how to use the machine. She and Rathemacher also documented many processing and mending techniques on **video** for future training purposes and uploaded the videos to YouTube.

Contois

Contois handles the **binding** of serials and other library materials. She also works with other departments on campus to help them prepare their materials to be bound by Ridley's. This includes creating instructional materials in how to use Ridley's NetBinder software, providing individual training, and alerting them when bound materials are returned and ready to be picked up. She **supervises students** who assist her in gathering and preparing materials for binding.

While the volume of serials to be bound has declined, to save staff time, as of this year we now send **incomplete volumes** to Ridley's for binding instead of temp-binding them in-house. We also prefer to send **books in need of mending** to Ridley's to be re-bound instead of repairing them in-house, if possible. These additional materials partially offset the overall decrease in material to be bound and free staff to spend more time on other tasks.

During 2007/08, Contois wrote up her **procedures** and demonstrated a number of her job tasks in order to help Preble prepare formal updated binding procedures (still in progress). We realized the need for updated procedures during Contois's absence, when all binding activity ceased because no one else knew how to do her job.

Contois and her students also work on a long-term project of discarding journal issues that we received several years ago after we converted some scientific packages to online format with print and we weren't sure if access would be maintained (because of rolling access, but this is no longer an issue). These journals are stored on the **Mezzanine**. Contois offers some of these issues to USBE before discarding them. USBE then gives us a credit toward ordering missing issues from them. Contois also maintains an Excel file of missing issues, so she knows what we need if there is extra money to **purchase missing issues** at the end of the year.

Binding

Binding Master Price Agreement

During FY08, the State's Master Price Agreement with Ridley's Bindery in Ithaca, New York was in the second of two possible one-year extensions, expiring June 30, 2008. In June, the State put the contract back out to bid, based on the same specifications as last time, according to Tony Cowell in the State's purchasing office. In late June, we received word that Ridley's had again been awarded the bid, much to our relief.

Binding budget

Our initial binding budget for FY08 was \$25,000. This was \$1,000 more than our FY07 budget of \$24,000. In FY07 we decided to no longer temp-bind volumes in house, sending them instead to Ridley's to bind incomplete, which justified a slightly increased budget. However, mid-year it became clear that due to Contois's extended sick leave, we would not be able to spend all of our money. We gave back \$8,795 to library administration, which left us with a FY08 binding budget of \$16,205.

	Appropriation	Expenditure	Percent Spent
Binding budget for FY07/08	\$16,025.00	\$16,258.82	101.5%

	FY06/07	FY07/08	Percent Change
Volumes added by binding	3,682	2,481	-32.6%

Volumes Sent for Binding	FY06/07	FY07/08	Percent Change
Journals	2,869	1,665	-42.0%
Reference	66	16	-75.8%
Government Publications	482	390	-19.1%
Special Collections	263	410	55.9%
Monographs (repair)	220	70	-68.2%
Free repairs	4	1	-75.0%
Non-library	193	289	49.7%
TOTAL	4,097	2,841	-30.7%

Note: The decrease in "Volumes Added by Binding" and "Volumes Sent for Binding" from FY07 to FY08 was not the result of a significant decrease in material to be bound, but rather of Contois's extended sick leave, during which binding activities all but ceased.

Reference Unit binding

Reference approached the Serials Unit in 2007 and asked if we could take responsibility for gathering and preparing Reference materials to be sent to the bindery. We responded that we could, as soon as our empty position [Information Services Technician II] was filled. Due to Contois's absence and the need to catch up after her return, we still have not taken this on. We will begin to handle the binding of Reference materials as soon as we can, beginning in FY09. In 2008/09 we will also begin managing the binding needs of the Special Collections Unit.

Staff Training

On February 25, 2008, Mary Coombs from EBSCO visited the library and showed all Serials Unit staff members the latest features of EBSCONET, EBSCO's online subscription management software. We learned how to use the online claim checker, how to view invoices online, what the different reports are and how they are useful, how to set up accounts for each user, how to request online training, and about upcoming features like the e-journal registration tracker.

On May 19, 2008, Martha Sanders of HELIN provided an overview of the Innovative Interfaces ERM (Electronic Resource Management) module. All members of the Serials Unit attended, as well as Joyce Downey, the Serials Librarian at the Pell Library. Sanders covered how HELIN planned to use the ERM to generate e-journal holdings information in the catalog, as well as the different fields in resource, contact, and license records and how HELIN libraries were using them.

Technology

Applications and innovations

In 2007/08, the Serials Unit began using **Google Docs and Spreadsheets** to consolidate unit procedures and working documents. All staff can log in to Google Docs and view and/or modify a document simultaneously. Modifications made by one staff member are immediately reflected in the document as used by other staff members. Specifically, we have placed our updated procedures in Google Docs, where they are accessible to all staff. Documents and spreadsheets that are used to track work activities, such as invoices posted, binding shipments sent, and titles to be discarded, are included. This facilitates collaboration and information sharing and also protects the information in the event of a hard drive crash, since the data is stored on the Google site, not locally. It is also possible to make our documents viewable to others. For example, the monthly usage statistics for reference databases gathered by Thompson can be viewed any time by reference staff (or any interested party) because we link to the spreadsheet from the library web site (<http://www.uri.edu/library/statistics/stats.html>).

Past years of Serials Unit annual statistics and annual reports have been added to **Digital Commons@URI**. They are archived there in multiple formats (PDF, Excel, etc.), are easy to find, and cannot be lost. See <http://digitalcommons.uri.edu/serials/>.

In anticipation of the retirement of Jackson, we documented most of her processing and mending activities on video for future training purposes and to avoid losing the knowledge of how to do these things after her departure. The videos were uploaded to **YouTube** for "safekeeping" and easy access. The videos are located at <http://www.youtube.com/user/uriseriails>. They are:

- Installing theft strips in books in the URI Library
<http://www.youtube.com/watch?v=1H3icSfqK00>
- Processing and mending supplies at URI Library
<http://www.youtube.com/watch?v=pnOOzI30gNw>

- Homemade pamphlet covers at URI Library
http://www.youtube.com/watch?v=2u0A3yjq_tk
- Homemade CD-ROM / DVD pockets at URI Library
<http://www.youtube.com/watch?v=Sf7q20ibpjpg>
- How to process newspapers at URI Library
<http://www.youtube.com/watch?v=ltT09xUtmCQ>
- Book mending / tip-ins at URI Library
<http://www.youtube.com/watch?v=e9GRYC3X0AM>
- Book mending and tying at URI Library #1
<http://www.youtube.com/watch?v=hFTA3ANXASM>
- Book mending at URI Library #2
<http://www.youtube.com/watch?v=eTnOXHx1aRU>
- Book mending at URI Library #3
<http://www.youtube.com/watch?v=u705A4LVRUs>
- How to use the GBC Laminator at URI Library
<http://www.youtube.com/watch?v=O0dprkW7iRA>
- Restringing bound journals at the URI Library
<http://www.youtube.com/watch?v=HuScQdCg5-0>
- How to temp-bind at the URI Library
<http://www.youtube.com/watch?v=uaU6Xq47M-M>

Equipment

During 2007/08, Preble, Rathemacher, and Contois received new desktop **computers**.

A new dot-matrix **label printer** was provided for Preble.

A **computer** in the processing area (used for printing labels) received a necessary upgrade when it was replaced with Bill O'Malley's old computer.

In anticipation of Jackson's retirement, the very old GBC **laminator** was given to the Curriculum Materials Library. Technical Services no longer had any use for it. Jackson trained Florea in the CML and Tisoskey at Circulation in how to use it.

<h2>Subscriptions</h2>

New journal subscriptions

Sixteen new serial titles were ordered to begin in 2008 in support of the **Curriculum Materials Library**. The total value was approximately \$495.

In 2007, the **Physical Therapy** Program was established as a separate unit within the Department of Kinesiology. Library subject selector Karen Ramsay worked with the faculty to divide the dollar amount formerly allocated for kinesiology serials between physical therapy and kinesiology. A thorough review of these serials resulted, including "drop-adds" that resulted in 6

new journals in support of physical therapy (\$2,355) and 19 new journals in support of kinesiology (\$5,053).

Drop-adds: 2 health sciences titles were added by Devin in a drop-add. Two English journals were added by Kinnie in a drop-add to support the Writing Program.

Eight titles were added because they were **dropped from packages** or databases and/or changed publishers. One health sciences title was dropped from ABI/INFORM, two titles were dropped from Cambridge Journals Online, one title in the LWW Journals@OVID Custom 50 moved to Springer, and four Oxford University Press titles pulled out of Project Muse.

New reference databases

During 2007/2008, the Reference Unit added several new reference databases, primarily through the drop-add procedure. The access to these resources began in July 2007.

The new databases are:

- Film & Television Literature Index – this had been a print subscription that EBSCOhost took over. The first year (2006/07), they offered free access to former subscribers. In 2007/2008 it was added to our list of paid databases.
- FSTA Direct (Food Science & Technology Abstracts) – 1 simultaneous user only. Funded through drop-add.
- KCDL (Kraus Curriculum Development Library) – This was a new database for the Curriculum Materials Library. The first two years of the database are funded through a grant received by the URI School of Education.
- LISTA full text (Library / Information Science & Technology Abstracts) – The non-full text version of this database is free. For FY08, we added the full text and canceled the corresponding print serials that we subscribed to.
- Statistical Warehouse – a database of statistical information funded through drop-add.
- Theatre in Video w/ BBC Shakespeare – a database of streaming videos of theatre performances. Added at request of the Collection Management Officer.

See also the section, “Backfiles purchased” below.

New e-journal packages

During 2007/2008, we subscribed to four new e-journal packages:

- American Accounting Association Electronic Journals Package – This is a package of all titles published by the American Accounting Association (about 13 titles). It was requested by Mark Higgins, Dean of the College of Business. He contributed a one-time amount of \$715 to cover the difference in the cost of the package and the journals that we

already subscribed to. The package will be funded by the Independent Insurance Agents Endowment. We purchased the package direct from the American Accounting Association.

- PsycARTICLES – This is a database of full-text articles from journals published by the American Psychological Association, the APA Educational Publishing Foundation, the Canadian Psychological Association, and Hogrefe Publishing Corporation (a total of 63 journals). The database is searchable on the EBSCOhost platform and has significant archival content. By canceling Kingston and CCE’s print subscriptions to individual journals contained in the database (\$16,829) and subscribing to PsycARTICLES (\$16,179), we actually saved a small amount of money while providing online access to more journals than we originally had. We purchased the package through HELIN.
- AnthroSource – This is a package of 15 journals from the American Anthropological Association. Coverage includes current issues back to the 1990s. (Earlier issues are available through JSTOR.) We canceled individually-subscribed titles when we purchased the package (through HELIN).
- Sage Premier (2007) – This was a package of 452 journal titles published by Sage. It includes almost all titles published by Sage as of 2007 (but will not include access to future Sage acquisitions). Access is to volumes from 1999 to the present. To obtain access to these 452 titles, we cancelled about 90 individually-subscribed journals at Kingston and CCE for which we paid about \$60,000 through EBSCO. The entire package cost \$69,685, which means, essentially, that we got access to 362 titles (many of them highly desirable) for about \$10,000. This was a NERL deal that we paid for through HELIN.

See also the section, “Backfiles purchased” below.

Format conversions

About 75 titles were changed from print only or print + online to online only. Publishers included American Sociological Association, Australian Mathematical Society, Blackwell, Ecological Society of America, Entomological Society of America, Haworth Press (subsequently bought out by Taylor & Francis), Heldref Publications, and Taylor & Francis.

Three journals published by NRC Research Press were changed from print only to print + online.

Pell conversions

Pell decided to convert about 62 of their titles (\$76,764) to online-only format. As per policy and past practice, these titles were transferred to Kingston with the fund code PEEP. Kingston handles administration of electronic resources. These titles included 4 from the American Meteorological Society, 11 from Blackwell, 23 from Springer, and 5 from Taylor & Francis.

HELIN transfers

During 2007/2008, we transferred to HELIN a number of e-journal packages and databases that we had previously subscribed to through EBSCO, NELINET, or direct from the publisher.

Packages transferred from EBSCO to HELIN for 2007/2008

AIP (American Institute of Physics) Select	\$21,340.00
American Chemical Society Web Editions	\$60,116.00
American Society of Civil Engineers Combination	\$9,707.00
Annual Reviews Custom Package	\$4,386.38
Choice Reviews Online – prorated, 6 months only	\$590.80
CollegeSource	\$1,263.00
Chemical Journal Package - International ed (Wiley)	\$26,344.00
Cochrane Library (site licence)	\$2,995.00
Digital Library Core Package (Assn. of Computing Machinery)	\$6,350.00
e-Duke Scholarly Collection	\$2,362.65
IEEE All-Society Periodicals Package	\$41,995.00
IEEE Spectrum online (“by-catch”)	\$205.00
IOP (Institute of Physics) Journal Archive	\$1,500.00
Nature online – prorated, 6 months only	\$6,061.01
Royal Society of Chemistry Package B	\$19,883.33
Royal Society of Chemistry Chemical Reviews (“by-catch”)	\$899.95
Royal Society of Chemistry Faraday Discussions (“by-catch”)	\$933.08
Royal Society of Chemistry Natural Product Reports (“by-catch”)	\$1,324.80
Transactions of the American Society of Mechanical Engineers - Package II	\$5,568.00
SUB-TOTAL	\$213,825.00

Packages transferred from publisher or NELINET to HELIN for 2007/2008

Biological Abstracts (NELINET)	\$24,867.00
BNA Labor and Employment Law Library (direct from BNA)	\$8,539.00
Encyclopedia of Ocean Sciences (direct from Elsevier)	\$686.46
Engineering Village/Compendex (direct from Elsevier)	\$15,989.00
LexisNexis Congressional (NELINET)	\$6,972.15
MathSciNet (direct from Amer. Math. Soc.)	\$7,384.00
Project Muse (NELINET)	\$18,513.00
ScienceDirect (direct from Elsevier)	\$532,976.92
SciFinder Scholar (direct/NERL) – prorated, 9 months only	\$30,460.00
Web of Science (direct from Thomson)	\$102,288.00
SUB-TOTAL	\$748,675.53

GRAND TOTAL to HELIN in 2007/08:

\$962,500.53

As indicated by the figures above, in FY07/08, we transferred \$962,500 of subscriptions to HELIN to act as our fiscal agent.

The advantages to HELIN of handling our subscription payments are as follows:

- HELIN earns interest on the subscription money in between receiving it from URI in August and paying vendors (July – February). (This is part of EBSCO’s business model as well.)
- HELIN is able to pay for many of our electronic resources with their corporate credit card. They earn significant cash back on the card.
- These additional funds allow HELIN to invest in the organization, software, and other products and services that directly benefit URI as a member library.

The advantages to URI of having HELIN handle our subscriptions are as follows:

- EBSCO charges us a 5.1% service fee on all subscriptions for acting as our subscription agent. (6.6% if we sign up for the Guaranteed Rate Program.) We avoid this fee by dealing with HELIN. Not including new products that we subscribed to through HELIN for 07/08 (some of which required cancellations from EBSCO to balance them out), we saved over \$10,000 in FY08 by transferring the \$213,825 worth of subscriptions listed above from EBSCO to HELIN.
- When HELIN earns money through interest and cash back as described above, URI directly benefits from system software upgrades and additional HELIN services made possible by HELIN’s increased revenue.
- Because we have a close relationship with HELIN, access, invoicing, and other problems can usually be solved more quickly than with EBSCO.
- Because HELIN is a non-profit, on whose Board of Directors URI has a seat, we have input into the management of the consortium, and we know that HELIN will not go out of business and abscond with our money (as happened to many libraries when Faxon went out of business).
- Because we pay HELIN early in the fiscal year, they keep our money “safe” from mid-year budget rescissions.

A disadvantage of dealing with HELIN was problems with losing access to subscribed content during the transition in early 2008. Part of this was due to publisher confusion and part to HELIN paying the invoices later than publishers desired. Hopefully this will not happen in FY09.

In addition, HELIN does not offer the invoice detail (title-by-title, item-by-item) that EBSCO offers, making it more difficult to track subscription costs at a granular level. EBSCO also has a very sophisticated database for subscribers, EBSCONET, that allows subscribers to manage the registration and set up of online resources. EBSCONET also provides information on package changes, past payments, and so forth. HELIN, obviously, has no such system.

Another problem is that while HELIN (due to staffing levels and subscription support capabilities) is only set up to handle subscriptions to e-journal packages, publishers find it difficult to send invoices for the same institutional subscriber to two different subscription agents. So, for example, when we switched Package B from the Royal Society of Chemistry from EBSCO to HELIN, three individual titles were also billed to HELIN (identified as “by-catch” in the table above). In FY08, I believe we ended up paying twice for these titles (once through EBSCO and once through HELIN). We need to track payments for subscriptions by title,

not by publisher, but HELIN has to be asked to provide us with title-level payment information, especially in cases like this.

Parenthetically, EBSCO lost a significant amount of business from URI during FY08. According to the estimate detailed below, we shifted over \$500,000 of our business away from EBSCO in 2007/08.

EBSCO losses from URI, FY08	Amount
Moving titles to HELIN (includes service charges)	\$214,294
Cancellation of Sage titles to get Sage Premier through HELIN	\$60,329
Cancellation of psychology titles to get PsycARTICLES through HELIN	\$11,155
Cancellation of library sciences titles to get LISTA full text through HELIN	\$1,836
Cancellation of anthropology title to get AnthroSource through HELIN	\$598
2008 Serials Cancellation due to budget cut	\$218,743
SUB-TOTAL	\$506,955

Cancelled titles, misc.

Apart from the serials cancellation project (see below), a number of miscellaneous titles were canceled for the 2008 subscription year. These include:

- 16 titles that were found to be available online, open-access
- 12 titles that would be included as of 2008 in packages we already subscribed to (4 in Project Muse, 3 in ScienceDirect, 5 in Cambridge Journals Online)
- 142 individual titles that were included in new packages and databases acquired in 2007/08 (94 in Sage Premier, 19 in LISTA full text, 4 in AnthroSource, 23 in PsycARTICLES, 2 in American Accounting Association package)
- 19 titles dropped for subject selector drop-adds (English: 3, Health Sciences: 1, Kinesiology: 6, Physical Therapy: 9)

Serials cancellation project

Due to a budget shortfall, the University Library was forced to cut over \$200,000 worth of periodicals for the 2008 subscription year. For FY2008, our materials budget was actually about \$150,000 less than the total amount spent in FY2007. After factoring in the inflation in journal prices and the weak dollar, it was clear that our FY2008 budget was about \$450,000 less than needed to maintain current journal and database subscriptions and continue to purchase books. The Dean of Libraries conferred with the Provost in early fall 2007 explaining the Library’s budget situation. The Provost asked the Library to hold off on canceling journals in the hope that more funding could be secured. The Library postponed renewing our subscriptions until the last possible moment. Since we had not received any additional funds, we knew that we had to cut subscriptions.

Typically, when the Library decides to cancel journals, the Library’s subject selectors work with academic departments to identify journals to be cancelled. Due to the last-minute nature of these cancellations, however, this was not possible. Instead, the Serials Unit worked to identify titles to cancel based on online usage statistics. The titles canceled were online-only subscriptions or had

an online component. We selected titles for cancellation that were used 10 or fewer times per year in 2006 and 2007 (prorated).

Subsequently, in early 2008, the Library received a budget supplement of \$450,000. This amount came too late to prevent the cancellation, and its one-time nature precluded using this money to pay for future subscriptions or to reinstate cancelled titles.

In all, we cut 242 subscriptions comprising 304 titles (some subscriptions were bundles) totaling \$219,040. About 278 titles were online-only subscriptions, 24 were print+online, and 2 were microform. For a list of titles canceled, see http://www.uri.edu/library/serials/serials_cuts/serialscut2008.html. Since we subscribed to most of these titles through EBSCO, and since EBSCO raised our service charge to 5.1% for the coming year, not accounting for inflation, the actual savings were close to \$229,900 (an extra \$10,860 in service charges).

Because the cuts were based on usage, some departments took a bigger hit than others. It is unclear whether the disparity in usage levels between departments resulted from different patterns of journal literature use between disciplines or different levels of research productivity between departments, or both.

It is interesting to note that the most-heavily hit department in our usage-based cut was the Department of Economics, which lost twenty-one titles. During the period of usage examined, of nine total faculty positions, the department had one vacancy, one faculty on sick leave, two approaching retirement, and two working on a temporary basis for other departments or programs. Perhaps their usage levels were low due to a shortage of resources during the time period of usage examined. Other hard-hit departments were History (16 titles), Political Science (14 titles), Education (12 titles), Biological Sciences (12 titles) and Mathematics (11 titles).

The cancellation also impacted publishers differently. The publishers with the most titles cut are listed in the table below.

Publisher	No. of titles cut	Approximate dollar value cut
Blackwell	94	\$40,749
Haworth	9	\$4,120
IET (Institution of Engineering and Technology)	22	\$8,529
Professional Engineering Publishing	16	\$25,620
SIAM (Society for Industrial and Applied Mathematics)	12	\$3,904
Springer (and imprints)	40	\$61,889
Taylor & Francis	41	\$43,404
Thomas Telford	13	\$6,230
University of Chicago	10	\$2,597

Since this serials cut was primarily of online-only titles, we needed to determine what our post-cancellation access would be for the titles canceled. We found that post-cancellation access rights varied greatly by publisher, with some publishers allowing us to retain access to paid online content indefinitely, while access to titles from other publishers was shut off completely. Many publishers did not have clear policies, and we were required to simply wait and see what happened. Some publishers only allowed post-cancellation access for a fee, or if we maintained a subscription to another title from the publisher.

Backfiles purchased

In early 2008, the University administration provided the Library with a budget supplement of \$450,000 in a belated response to our budget shortfall. Subscriptions for 2008 had already been canceled, and since this was a one-time supplement, it could not be used for continuing commitments such as subscriptions in any case.

Most of this budget supplement was used to enhance our collections. We were able to identify a number of electronic resources that were available for one-time purchase rather than lease. In some cases, an annual fee was involved, but it was a small percentage of the purchase price. One notable acquisition was ARTstor, a database that the Art Department had been wanting for some time.

We used the budget supplement to acquire the following:

Product	Description	One-time cost	Annual fee
Annual Reviews Electronic Back Volume Collection	Full text of all titles published by Annual Reviews from inception to 5 years ago (rolling)	\$7,500	N/A
Art Index Retro	Bibliographic index to art publications, 1929-1984	\$10,454	\$581
ARTstor	Image database	\$25,000	\$12,500
Education Index Retro	Bibliographic index to education publications, 1929-1983	\$14,360	\$798
Humanities & Social Sciences Index Retro	Bibliographic index to humanities & social sciences publications, 1907-1984	\$14,792	\$822
JSTOR Arts & Sciences V Collection	Journal archives	\$10,000	\$6,000
JSTOR Arts & Sciences VI Collection	Journal archives	\$10,000	\$6,000
Nature Archives (complete)	Nature full text from 1869-1996	\$90,000	\$0.00
Sage Deep Backfile	Full text of most journals published by Sage from inception through 1998.	\$60,000	\$0.00
U.S. Congressional	Digitized, searchable version of the	\$51,330	\$1,750

Serials Set Digital Edition, 1817-1980	U.S. Serials Set. Includes American State Papers, 1789-1838 and Serial Set Map Index Module		
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At the end of the fiscal year, there was some money remaining in the materials budget. We used this again for one-time purchases, as follows:

Product	Description	One-time cost	Annual fee
NRC Research Press Backfile Collection	Full-text access to 13 titles published by Canada's National Research Council. Access from volume 1, issue 1 through the mid-1990s.	\$18,000	N/A
American Society of Agronomy Journals	Full-text access to 4 American Society of Agronomy Journals from volume 1, issue 1 through the late 1990s (varies by title).	\$1,012	\$100
Geology Archives combined with Geological Society of America Bulletin Archives	Full text access to <i>Geology</i> and the <i>GSA Bulletin</i> from volume 1, issue 1 through 1997.	\$1,112	N/A

Electronic Resources

Management of electronic resources (reference databases, e-journal package, and individual e-journal subscriptions) is done by Rathemacher.

All new e-resources require a number of steps. To give an idea of the complexity of working with e-resources, this is the list of things I do to set up new e-resources:

1. Verify that access is working. This often involves signing a license agreement and/or registering on vendor's site, providing vendor with IP addresses.
2. Request from vendor information on how to access usage statistics (if available) and add this to spreadsheets we use to keep track usage statistics.
3. Notify HELIN of URL so that it can be set up to work with the proxy server (to provide remote access to URI users).
4. Notify Reference that subscription is active (in the case of reference databases).
5. Create / download a bibliographic record for HELIN (or add holdings to existing record), suppress if bibliographic record also provided by Serials Solutions.
6. Update holdings in OCLC.
7. Create an item, order, and holdings records in HELIN.
8. Create e-resource record in new HELIN ERM module.
9. Add the resource to various spreadsheets we use to check access on a regular basis.

10. Select the resource (with appropriate holdings information) in the Serials Solutions Client Center.
11. Set up OpenURL linking and “library branding” information for the resource if supported (by contacting vendor or logging into admin module).

Note: When an reference database or e-journal is canceled, the steps above need to be followed in reverse.

Maintenance of ongoing e-resources requires the following:

1. Periodically and systematically check access to appropriate holdings of all subscribed materials (by using “HELIN subscription access checker” spreadsheet I created and soon-to-be-created “EBSCO subscription access checker” spreadsheet).
2. Monitor changes in platform and/or coverage (due to publisher acquisitions, mergers, or changing publisher policies) and adjust holdings in Serials Solutions as required. Contact publisher in case of errors.
3. Monitor the addition and deletion of journal titles from e-journal packages and adjust subscriptions (cancel or reinstate) accordingly.
4. Consult publishers and vendors regarding access problems. Examples: EBSCO forgot to renew a number of our online-only titles from Springer for 2008. I had to contact EBSCO to correct the error and check the Springer platform to be sure access for all titles had been restored, with appropriate coverage. When Wiley acquired Blackwell and merged the Blackwell titles into the Wiley InterScience platform, URI lost access to all of our Blackwell subscriptions. Correcting this problem required multiple contacts with Wiley-Blackwell.
5. Determine post-cancellation access for titles cancelled and adjust or remove Serials Solutions holdings as needed.
6. Gather usage statistics for reference databases and e-journals from multiple platforms. Compile the data into a spreadsheet to make it useful for collection management decisions.

Faculty Senate resolution on scholarly communication

On January 31, 2008, the Faculty Senate passed a resolution on scholarly communication moved by the Faculty Senate Library Committee. The text of the resolution is as follows:

WHEREAS University of Rhode Island’s commitment to the free and open publication, presentation and discussion of research advances the interests of the scholarly community, the faculty individually, and the public, and

WHEREAS certain publishers of scholarly journals continually raise their prices far above the level that could be reasonably justified by their costs, and

WHEREAS the activities of these publishers directly depend upon the continued participation of faculty at University of Rhode Island and similar institutions acting as editors, reviewers, and authors, and

WHEREAS a lasting solution to this problem requires not only interim measures but also a long range plan, and

WHEREAS publication in open access journals and repositories is an increasingly effective option for scholarly communication,

THEREFORE BE IT RESOLVED THAT

The Senate calls upon all faculty to become familiar with the pricing policies of journals in their specialty.

The Senate strongly urges tenured faculty to cease supporting publishers who engage in exorbitant pricing, by not submitting papers to, or refereeing for, the journals sold by those publishers, and by resigning from their editorial boards if more reasonable pricing policies are not forthcoming.

The Senate strongly urges the University Library to negotiate vigorously with publishers who engage in exorbitant pricing and to reduce serial acquisitions from these publishers based on a reasonable measure of those subscriptions' relative importance to the collection, taking into account any particular needs of scholars in certain disciplinary areas.

The Senate strongly encourages all faculty, and especially tenured faculty, to consider publishing in open access, rather than restricted access, journals or in reasonably priced journals that make their contents openly accessible shortly after publication.

The Senate strongly urges all faculty to negotiate with the journals in which they publish either to retain copyright rights and transfer only the right of first print and electronic publication, or to retain at a minimum the right of post print archiving.

The Senate strongly urges all faculty to deposit preprint or post print copies of articles in an open access repository such as discipline-specific repositories or the University of Rhode Island's Digital Commons Repository.

Source: http://www.uri.edu/facsen/FS_05m07-08.html

Statistical Trends

For a detailed statistical report on serials expenditures, see the Excel spreadsheet accompanying this report. The spreadsheet provides an analysis of serials expenditures:

- By library
- By fund (including endowments)
- By vendor
- By format (e.g. print vs. online)

- By location code
- Compared to monograph expenditures

The spreadsheet also contains projected serials expenditures for FY09, assuming the maintenance of current subscriptions.

Some statistical trends to note:

- Binding was down significantly, in large part due to the extended absence of Contois.
- Temp-binding was down, because we decided for FY08 to stop temp-binding in house and to send incomplete volumes to Ridley's.
- Mending was down, probably because Jackson worked part-time for most of the year.
- Pieces checked in and claims were down, due to the continuing conversion of print to online.
- Serials spending was down significantly for Pell because they converted a number of titles to online-only and transferred them to Kingston.
- Serials spending at CCE was down because CCE canceled numerous titles available online through Kingston.
- Total serials expenditures for all libraries were up due to end-of-year budget supplements. Back files and archives were purchased, but total number of subscriptions decreased.
- Drastic increase in zzwp fund expenditures is the result of moving e-journal packages and databases to HELIN for FY08. Because we pay HELIN in lump sums, we do not post payments on individual titles for HELIN subscriptions. This is necessary for accurate financial tracking, but has the unfortunate effect of obscuring expenditure data at the package and fund levels.
- Drastic changes in expenditures for certain funds, e.g. chmp, are the result of a) moving packages within those funds to HELIN and therefore to zzwp and/or b) the acquisition of new packages, e.g. Sage Premier, which caused titles to be canceled as individual subscriptions charged to subject funds as they became part of a package charged to zzwp.
- Decrease in Pell's EBSCO spending due to changing all Pell's Springer titles to online-only for 2008 and moving them to Kingston under the fund peep.
- Decrease in URI's EBSCO expenditures and increase in URI's HELIN expenditures due to transferring electronic packages to HELIN and serials cancellation.
- Decrease in CCE's EBSCO expenditures due to CCE canceling titles available online through Kingston.
- Decrease in CCE's National Archive Publishing expenditures due to CCE canceling many microfilm subscriptions.

Goals for coming year

During FY2009, the Serials Unit will be adjusting to changes brought about by the retirement of both Jackson and Preble (announced 9/2/2008, effective 9/26/2008) and the cancellation of \$400,000 of serials, many of which will be in print format.

After Jackson left on 7/30/2008, her duties were redistributed throughout the department as follows:

- Processing of new books (students, supervised by Preble)
- Student hiring and supervision (Preble, with Contois)
- Labels of new original cataloging books (Cerbo)
- Other labels (Preble / students)
- Newspaper checkin (students / Thompson, supervised by Preble)
- Throwing out old newspapers, journals not bound (Students, supervised by Contois)
- Withdrawals (Preble)
- Closing out canceled titles (Contois)
- Gift issues [per CMO, only accepting missing issues; no new titles or runs] (Contois)
- Missing issue searches (students, supervised by Contois)
- Special materials [pockets, pamphlet covers] (Thompson)
- Mending & tip-ins [prefer to send mending to Ridleys when feasible] (Thompson)
- Processing supplies inventory (Preble)
- Laminating (ceased... gave laminator to Curriculum Materials Library / Circulation)
- Temp-binding (ceased... bind volumes incomplete with Ridleys)

Adjusting to another retirement (Preble) will severely stress the unit. Hopefully the reduction of print subscriptions will free time from binding and checkin to allow for the processing of invoices, the checkin and labeling of annuals, the supervision of processing, and other projects to assist with electronic resources, not to mention the increased work we agreed to take on with staff reductions in other areas of the library (Reference and Special Collections binding, possibly Government Publications serials checkin). It seems that even in the best case scenario, we will struggle to maintain what we are currently doing, and might need to re-evaluate how and what we do. We are able to absorb one retirement without a great deal of disruption, but two will be exceedingly difficult.