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Acquisitions Unit Annual Report 2014-2015

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Acquisitions Unit Annual Report 2014-2015

Andrée J. Rathemacher • Head, Acquisitions

Version: September 23, 2015

Personnel

Acquisitions Unit Staff & Faculty

As of the end of FY15, 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), and Lisa Zinser (IST I).

Student workers

During 2014/15, the following students worked for the Acquisitions Unit:

- Kayla DiLorenzo
- Rebecca Giguere
- Nida Islam
- Erin Langton
- Areeba Siddiqui

Total student hours worked during the year were **1,396.08** hours, which averages about 26.85 hrs./wk. This is up from 1,288.39 hours for FY14.

Total Acquisitions Unit student expenditures for FY15 amounted to **\$11,125.89** of a total allocation of \$10,500. Acquisitions students continued to help with the Mezzanine project, as well as special projects for Special Collections. They also continued to assist the Digital Initiatives Librarian with digital scanning projects. The increase in assistance to these other units was the reason for going slightly over budget this year.

“Mezzanine Madness” Project

In summer/fall 2014, volumes from Government Publications were moved to the Mezzanine to make room for an Active Learning Classroom to be constructed on the main level of the library. To accommodate the move of the Government Publications to the Mezzanine, 33,200 back volumes of serials located on the Mezzanine were withdrawn from the collection. Loraine Winthrop, who had managed previous serials withdrawal projects as a graduate student employee, was hired to manage the project and, afterwards, update the catalog and OCLC to remove holdings for discarded serials volumes.

The project impacted Acquisitions in the following ways:

- Acquisitions student workers DiLorenzo, Giguere, and Langton devoted a great deal of their time to the project.

- Contois sent 732 Government Publications volumes to be bound (up from 86 the previous year)

ExLibris Implementation

2014-2015 was the year the library implemented the Ex Libris Alma library management system and the Primo discovery layer. The Ex Libris Implementation Team was composed of Rathemacher, Cerbo, Gallagher, Mongeau, and Izenstark.

The implementation kick-off took place on January 23, 2015, and we went live with the new system on June 15, 2015.

Training

During this time, Acquisitions Unit staff were assigned to individually watch specific [Alma Training](#) modules available online through the Ex Libris Learning Center and to complete accompanying exercises in the library's Alma Sandbox.

Acquisitions staff completed the following Alma Training modules:

- *Navigating in the Alma Interface*
- *Searching Effectively in Alma via the Persistent Search*
- *Searching Effective in Alma via Simple Search*
- *Searching Effective in Alma via Advanced Search*
- *Resource Management Fundamentals*
- *Metadata Editor and Templates*
- *Copy Cataloging and Inventory Management*
- *Acquisitions Fundamentals*
- *Ordering Print Materials*
- *Receiving Print Materials*
- *Fund Management*
- *Invoicing Workflows*
- *A Little About Fiscal Period Close*
- *Work Orders*
- *Creating Sets, Running and Monitoring Processes*
- *Intro. To End-to-End Workflows for Acquiring Print Materials*
- *End-to-End Workflows for Acquiring Print Books*
- *End-to-End Workflows for Acquiring Print Serials*
- *End-to-End Workflows for Acquiring Print Standing Orders*
- *End-to-End Workflows for Acquiring Print + Electronic Versions*
- *End-to-End Workflows for Acquiring Gift Materials*
- *ALMA and PRIMO: End-to-End Discovery*

In addition, Bannister completed:

- *Importing Bibliographic Records with Embedded Order Data*
- *Import Profiles and Patron Driven Acquisitions*

In April, Bannister, Contois, and Gardiner participated in the onsite Alma Workshop.

In June, Rathemacher offered Acquisitions-related Alma training for Acquisitions and branch staff, and Cerbo offered a similar training for catalogers.

New procedures and updated procedures wiki

Rathemacher created new acquisitions, serials, processing, and e-resources procedures for Alma. She also converted the Technical Services Procedures Wiki to Google Sites as part of URI's transition to Google Apps for Education.

Work of the Unit

Binding

The amount of binding increased by 67% in FY15 because of increased binding of Government Publications materials that needed to be relocated to the Mezzanine for the construction of the Active Learning Classroom. This year, Kingston began processing Pell's binding invoices, as all binding was paid out of a central budget line. Volumes bound for Pell were included in our binding statistics for the first time.

Total binding expenditures were **\$19,795**. Total volumes bound for the library were **1,557**. Cost per volume bound increased 22% to \$12.71 due to increased prices from the state's library binding vendor, AcmeBinding of Charlestown, Massachusetts. The state Master Price Agreement expired June 30, 2015 with the option of two one-year renewal options.

Monograph weeding

Contois continued to manage withdrawals. During the year, **2,484** monographic volumes were withdrawn.

- Most of these were volumes weeded from the stacks by Burkhardt.
- Some were cookbooks weeded from the Cookbook Collection by Rodrigues.

Inventory

Inventory continued in FY15, with each Acquisitions staff member expected to spend one hour each week in the stacks. Students also assisted with inventory. Over the course of the year **45,635** items were searched. As a result:

- 2,311 corrections were made to library database
- 79 missing items were recovered
- 236 volumes were found with no barcode

- 785 volumes were found with no item record
- 600 search cards for missing items were sent to Circulation
- 628 new labels were created

Staff development activities

Staff were involved in the following training and professional development activities during FY15:

- Bannister, Contois, Gardiner, Steele, and Zinser completed the university's online Information Security Awareness Training (October 9, 2014)
- ITS WebEx trainings on Google Apps for Education
 - Google Docs and Spreadsheets – Bannister (January 5, 2015)
 - Google Apps for Education: Overview – Bannister (January 6, 2015)
 - Google Apps for Education: Overview – Bannister, Gardiner, Steele (January 8, 2015)
 - Collaborating with GAFE – Bannister, Gardiner, Steele (January 8, 2015)
 - Using Google Web Interface – Calendar – Bannister (January 9, 2015)
 - Using Google Forms – Bannister (January 13, 2015)
- HELIN Consortium Annual Conference 2015 – Bannister, Contois, Gardiner, Steele (January 14, 2015)
- 7th Annual Academic Summit: Higher Education in the 21st Century and Beyond: Designing URI's Future and Place – Bannister (January 16, 2015)

Staff service

- Dean of University Libraries Search Committee: Rathemacher, Cerbo, Bannister, and Giguere (student)
- Digital Initiatives Technician Search Committee: Rathemacher, Bannister
- ACT Picnic Planning Committee: Contois

Technology

Switch to Google Apps for Education

In January 2015, the university switched email systems from Zimbra to Gmail and acquired the full suite of services included with Google Apps for Education.

Label printing

In preparation for Alma, the Acquisitions Unit (and branches) upgraded our old Epson dot-matrix label printers to two Zebra GX430t Desktop Thermal Printers. These were configured to work with the application SpineOMatic.

Barcode readers

Because Alma requires a lot of barcode-scanning for inventory management, in May 2015 six new barcode readers were purchased for Cerbo, Bannister, Contois, Gardiner, Zinser, and the student workstation.

Miscellaneous

- In April 2015, a Lenovo Yoga Pro 3 laptop/tablet was purchased for use by the Acquisitions Unit.
- A new Lexmark MX310dn copier/printer/fax was purchased to replace the broken Technical Services photocopier

Miscellaneous items of note

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

- In fall 2014, Technical services workrooms, hallway, and offices were repainted.
- In June 2015, three new staff desk chairs were purchased to replace broken ones.

E-Resource Acquisitions

HELIN Accounting Error

In April 2013, URI paid HELIN \$755,729 for database subscriptions beginning on July 1, 2013. This amount should have been credited on HELIN's "big invoice" of July 14, 2013 (which included all purchases to be made through HELIN for the year), but it was not. As a result, in FY14, URI had an excess of \$755,729 on deposit with HELIN. In FY14, we used this deposit to purchase the Wiley-Blackwell Journal Backfile Complete, and in FY15, it was depleted by covering the cost of a number of databases acquired through HELIN, primarily those from EBSCO and ProQuest, as well as BePress DigitalCommons and SelectedWorks platforms.

Because we applied the remaining deposit to these FY15 purchases, we had approximately \$377,000 extra to spend in our FY15 materials budget.

Shift of e-resource purchasing away from HELIN

As a result of the HELIN accounting error, our desire to more accurately track e-resource costs at the product level, and our changing relationship with HELIN, during FY15 a number of subscriptions to databases and journal packages were shifted away from payment through HELIN. Payments were made instead to other consortia, EBSCO Subscription Services, or directly to the vendor or publisher.

We moved a total of close to **\$1,500,000** of subscriptions away from HELIN, including:

- To LYRASIS: about \$709,000
- To WALDO: about \$290,000
- To EBSCO Subscription Services: about \$213,000
 - As a result our EBSCO service charge was reduced from 4.925% to 2.775%
- To direct: about \$118,000
- To NERL: about \$95,000

Note that many of these products were already purchased through LYRASIS, NERL, or WALDO, but instead of paying for them using HELIN as a billing agent, we paid LYRASIS, NERL, or WALDO directly.

One-time e-resource purchases

In FY15 we spent **\$927,389** on one-time electronic resources (as opposed to e-resource subscriptions, for which we spent \$2,911,174).

Of the FY one-time e-resource purchases, approximately **\$554,468** was for e-books and **\$372,920** was for archival resources, reference databases, and e-journal backfiles. (Specific purchases are detailed in the sections below.)

This is a lot of money, about 23% of our budget. Of the \$927,389 spent, about \$377,000 was a result of not having to pay in FY15 for databases acquired through HELIN (see above). The remainder, about \$550,000, was the result of savings from journal packages with capped annual price increases and a diversion of print monograph funds towards e-book purchases.

Journal subscriptions

One new e-journal was subscribed to in FY15: Health Affairs (1544-5208), at the request of the College of Business Administration. Foundation Funds from the Independent Insurance Agents endowment were used to cover the \$612 annual cost.

Cancelled titles

Approximately 22 individual serial subscriptions were canceled for the 2015 subscription year.

- 8 became part of packages by Taylor & Francis, BioOne, Wiley, and JSTOR CSP.
- 5 because journal converted to Open Access
- 4 because publication / subscription option discontinued
- 2 because of unwillingness of publisher to modify license.
- 1 available in PDF with no embargo in EBSCOhost database

Format conversions

One journal was converted from print only to online-only format for 2015.

New e-journal packages

None for 2015.

One-time purchases

- Cambridge Journals Digital Archive Add-on Titles 2015 - \$48,442.60 / \$0 annual fee
- Oxford Journals Archive 2015 Complete Top Up - \$15,527.84 / \$0 annual fee
- Sage Backfile Upgrade Package 2015 - \$3,024 / \$0 annual fee

E-journals accessible

According to our Serials Solutions knowledgebase, the total number of unique e-journal titles accessible at URI increased stood at **75,480** at the end of FY15. This number includes freely-available journals.

E-books

The URI Libraries moved more heavily into e-books in 2014-15, 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, LYRASIS signed an agreement with the Association of Research Libraries (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. Given the strength of these licenses, we seek out ARL licensed e-book content through LYRASIS whenever possible.

Expenditures for e-book packages in FY15 were quite high, due to the HELIN-related budget surplus noted above.

In FY15 we purchased 23 e-book packages totaling approximately **31,070 titles** for a cost of **\$553,124**. This averages less than \$18 per book. Discounts on the packages (through LYRASIS) ranged from 25%-47%. In addition, two individual e-books were purchased at a total of \$599.90.

We purchased the following e-book packages:

UPCC (University Press Content Consortium) Book Collections on Project Muse

- Project Muse 2010, 2011, and 2015 Complete Collections
- Project Muse 2013 Complete Supplement II
- Project Muse Archive Complete Foundation Collection
- Project Muse Archive Complete Supplement, Supplement II, and Supplement III
- Project Muse Karl Marx and Frederick Engels Collected Works

University Press Scholarship Online (UPS) collections

- Oxford University Press e-books – 2015 Uploads Collection
- Stanford University Press e-books – 2013, 2014 and 2015 Uploads Collections
- University of Chicago Press e-books – 2015 Uploads Collection
- Yale University Press e-books – 2013 and 2015 Uploads Collections

DeGruyter Online collections

- Harvard University Press e-books – 2015 Publication Year Collection
- Columbia University Press e-books – Frontlist 2014-2015
- Princeton University Press e-books – Frontlist 2014-2015

Morgan & Claypool Collections

- Synthesis Collections 5 and 6

Reference database changes

New databases in FY15 are listed below.

Subscriptions

- American Doctoral Dissertations 1933-1955 (EBSCOhost) - \$0
- InCites Essential Science Indicators (Thomson ISI) - \$0
- InCites Journal Citation Reports (Thomson ISI) - \$0
- Scopus (Elsevier) - \$50,000

One-time purchases

- 19th Century Masterfile (Paratext) - \$44,100 / \$882 annual fee

- Compendex (Engineering Index) Backfile 1884-1969 - \$18,500 / \$0 annual fee
- Oxford Islamic Studies Online - \$19,168 / \$1,130 annual fee
- ProQuest Statistical Abstract of the United States 1970-2012 - \$15,151 / \$0 annual fee
- ShipIndex.org - \$6,600 / \$198 annual fee

In 2014/15, our Web of Science and BIOSIS Previews contract with ThomsonISI was up for a three-year renewal. By dropping out of the NERL deal, we were able to negotiate substantial total savings over the life of the three-year contract. In addition, Thomson ISI agreed to include the InCites databases at no added cost. The amount of savings achieved allowed us to add the Scopus database at no net increase in cost (for which we also negotiated with Elsevier for a lower price than originally quoted.)

Archival product purchases

We purchased the following archival products in FY15:

- American Civil War Collection, 1860-1922 (Readex) - \$13,873 / \$416 annual fee
- Early American Newspapers Series 1, 1690-1876 (Readex) - \$62,091 / \$1,863 annual fee
- English Historical Documents (Taylor & Francis) - \$8,500 / \$0 annual fee
- First World War: Personal Experiences (Adam Matthew) - \$17,575 / \$0 annual fee
- First World War: Propaganda and Recruitment (Adam Matthew) - \$17,575 / \$0 annual fee
- First World War: Visual Perspective and Narratives (Adam Matthew) - \$17,575 / \$0 annual fee
- Literary Manuscripts Berg (Adam Matthew) - \$5,550 / \$0 annual fee
- Romanticism: Life, Literature and Landscape (Adam Matthew) - \$11,644 / \$0 annual fee
- Slavery, Abolition and Social Justice (Adam Matthew) - \$38,850 / \$0 annual fee
- Times Digital Archive 1785 Onwards (Gale) - \$9,163 / \$341 annual fee

<h3>Print monograph acquisitions</h3>
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Trends, print vs. electronic

In FY15, we purchased **4,943** volumes of print books, up 6% from FY14.

Because of the limitations of reporting by material type and format in Sierra, total expenditures for print monographs are not available, but are estimated to be between \$225,000 and \$335,000.

By contrast, \$553,124 was spent on e-books, with a total of approximately 31,070 titles purchased.

According to these figures, of the total monographic titles purchased, approximately **14%** were print and **86%** electronic.

Acquisition method

Of the 4,943 print monograph volumes purchased:

- 69% (3,433) were firm orders
- 29% (1,442) were Strand approval plan
- 2% (68) were standing orders

Expenditure breakdowns

Books vs. subscriptions

With increased purchases of e-books, the library has been able to increase the amount of book content available to our users, after years of stagnation due to increasing journal subscription prices.

Here are some approximate breakdowns by expenditure type:

- Subscriptions: \$2,995,206 (71%) vs. One-Time Resource Purchases: \$1,235,618 (29%)
- Electronic: \$3,838,562 (90%) vs. Physical: \$411,461 (10%)
- Type of material
 - Books: \$902,698 (21%)
 - Media: \$25,223 (6%)
 - Periodicals: \$2,106,368 (50%)
 - Reference database subscriptions: \$689,873 (16%)
 - Access fees: \$106,958 (3%)
 - Software/services from materials budget: \$45,982 (1%)
 - Other one-time e-resources (e.g. journal backfiles, archival databases): \$372,920 (9%)

Endowments & gifts

- URI Foundation fund expenditures on materials in FY15 were \$50,645.
- The Provost's Office provided \$1,531 to buy materials in support of Cluster Hires.
- The Film/Media program provided \$4,882 for the purchase of DVDs.

Vendor Meetings

Head of Acquisitions Rathemacher met with the following vendors during 2014/15:

- July 2, 2014: Tony Grimaldi (Account Manager), Norman Azoulay (Research Management Solutions Sales Manager), Sheena Jaisingh (SD/Scopus Customer Consultant), Elsevier, re: Scopus demo. (with Cerbo, Izenstark, Larsen)
- July 30, 2014: Susan Wagner (Account Services Manager) and Terry Walsh (Regional Sales Manager), EBSCO, re: database renewals, customer service problems, EBSCOadmin access. (with Cerbo)
- September 15, 2014: Kevin Batt (Regional Sales Manager), IOP Publishing, re: e-books and journal backfiles.
- October 8, 2014: Brian K. Smith (Library Sales Consultant), Gale Cengage, re: Artemis platform, lower pricing for URI, licenses, text and data mining initiative, new collections.
- January 6, 2015: Terry Walsh (Regional Sales Manager) and Susan Draeger-Anderson (Account Services Manager), EBSCO, re: setting up EDI for ExLibris Alma.
- January 13, 2015: Laura Zusman (Senior Collection Development Manager), YBP, re: e-book options, GOBI API, MARC records, integration with ExLibris Alma.
- January 29, 2015: Rob Lennox (Territory Manager), Rittenhouse Book Distributors, re: R2Library platform for e-books. (with Devin).
- February 12, 2015: Virtual meeting with Kyle Carufe , Newbank, re: Newsbank gaining exclusive rights as source of the Providence Journal in FY16 (online and microfilm) and product options available.
- February 26, 2015: Terry Walsh (Regional Sales Manager) and Ed Roche (Vice President of Sales), EBSCO, re: URI's 2016 database renewals, EBSCOhost e-books, EBSCO EDS, EBSCO integration with ExLibris Primo, Rhode Island statewide database contract, EBSCO's acquisition of YBP.
- April 1, 2015: Bruce Daley (Senior Account Manager), ProQuest, re: FY16 database renewal options, database trials.
- April 29, 2015: Bruce Cary (Solution Sales Manager, Engineering Solutions), Elsevier, re: switching INSPEC to Engineering Village platform, license agreement, backfiles available, Knovel product. (with Larsen)

Statistics

A detailed statistical report on serials and total library expenditures is available in the "Acquisitions Unit Annual Report 2014-2015 statistical supplement" spreadsheet.