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Acquisitions Unit Annual Report 2017-2018

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Acquisitions Unit Annual Report 2017-2018

Andrée J. Rathemacher • Head, Acquisitions

Version: August 17, 2018

Personnel

Acquisitions Unit staff & faculty

As of the end of FY18, the Acquisitions unit was composed of the following members: Andrée Rathemacher (Professor / Head, Acquisitions), Jennifer Stich (IST I), and Lisa Zinser (IST I).

Unit staffing decreased by two members during the year:

- On January 31, 2018, Sarah Bannister (IST II / Acquisitions Unit Supervisor) retired after 36 years of service to the library.
- On March 14, 2018, Patricia Gardiner (IST I) retired after 22 years of service to the library and 29 years of service to the university.

Both took advantage of retirement incentives offered by the State of Rhode Island.

Stich's position remains limited, subject to one-year extensions.

As a result of the retirements, work assignments were redistributed. Some ongoing work projects, such as inventory, were discontinued.

Student workers

During 2017/18, the following students worked for the Acquisitions unit:

- Nicole Cebulko
- Emma Crisfield

Total student hours worked during the year were **494.87**, which averages about **9.52 hrs./wk.**, given a 52-week year. This was down 11.4% from 558.4 hours for FY17.

The FY18 Acquisitions unit student budget was \$3,585, a decrease of \$5,015 (58.3%) from the FY17 budget of \$8,600. Total FY18 student employee expenditures amounted to **\$3,351.76**. This was 93.5% of the total amount budget and a decrease of \$226.78 (6.3%) from FY17 expenditures of \$3,578.54.

Work of the Unit

Ordering

Acquisitions Unit staff are responsible for ordering print books for all branches, physical media, and individual e-books.

Ordering of serials in all formats, e-book packages, streaming media, reference databases, and other online resources is done by the Head, Acquisitions.

Orders are placed through Alma via EDIFACT with vendors, directly on vendor websites, by emails to vendors, and through the GOBI API, depending on the item ordered.

Order information in Alma is linked to a short bibliographic record created by staff or by the GOBI API. Later, Metadata and Content Management Unit staff replace the short record with a full record. E-resources—mostly journals—are sometimes ordered using metadata from the Alma Community Zone.

Receiving

Acquisitions staff are responsible for receiving and processing print serials and standing orders, print books, and physical media. Acquisitions staff also activate individually-ordered e-books. Activation of all other e-resources is handled by the Head, Acquisitions.

Invoices

Invoices for all materials purchased from the library materials budget are posted in Alma by Acquisitions Unit staff.

Binding

In late June 2017, Dean Boughida determined that the library would no longer send materials out for contract binding, including theses and dissertations. The library would also cease acting as a liaison between Acme Bindery and other units at URI who use their binding services.

At the same time, the State of Rhode Island's Master Price Agreement #139 with Acme Binding of Charlestown, Massachusetts — which ran from 2012-2015 with the option of two one-year renewals — ended on June 30, 2017. Given the steady decrease in binding volume over the years and the retirement of John Cowell, Jr., who had drafted the last two binding RFQ's, the State Division of Purchases questioned whether a binding MPA was still needed. The library's intention to cease contract binding and the subsequent retirement of Betty Gil, URI's Director of Purchasing, settled the matter, and no RFQ was posted. Any binding done henceforth must comply with university purchasing rules.

During FY18, URI signed a Memorandum of Agreement with the U.S. Government Publishing Office (GPO) to become a NOAA Preservation Steward. Under this agreement, the URI Libraries pledge to

permanently preserve its print collection of publications of the National Oceanic and Atmospheric Administration.

As a result of this commitment, a single, ad-hoc binding shipment was done at the end of the fiscal year, consisting primarily of NOAA publications, but also theses and dissertations and volumes of the *Good Five Cent Cigar* student newspaper. To avoid the need to obtain multiple quotes from far-away binderies with whom we had never worked, the shipment was paid for with Foundation Funds. Volumes were sent to Acme to be bound at their list-price rates.

Thus:

The amount of binding decreased by 62.4% in FY18 to **214** volumes.

Total binding expenditures were **\$5,300.64**. Cost per volume averaged **\$24.77**.

Monograph weeding / withdrawals

The Acquisitions Unit also handles most withdrawals of physical items from the Libraries, assisting the Metadata and Content Management Unit.

In FY18, weeding of the monographic and serials collections by Collection Management Officer Burkhardt continued. As a result, the Acquisitions Unit withdrew **6,832** serial volumes (up 43.7% from FY17), **1,188** microform pieces (up 191.2%), and **4,109** monograph volumes (up 22.7%).

Inventory

Inventory activities ceased in early 2018 with the retirement of Bannister. Until that time, each Acquisitions Unit staff member was expected to spend one hour each week in the stacks doing inventory, as workload allowed. Students also assisted. Over the course of the year **6,930** items were searched (a decrease of 87.0% from FY17). As a result:

- 463 corrections were made to library database
- 26 missing items were recovered
- 47 volumes were found with no barcode
- 196 volumes were found with no item record
- 158 search cards for missing items were sent to Circulation
- 73 new labels were created

Miscellaneous items of note

PeopleSoft / eCampus requisitions

After Bannister retired in January 2018, the student payroll responsibilities she had been doing on overtime were assigned to the Libraries' part-time Fiscal Clerk. In turn, the Fiscal Clerk's work processing invoices for library materials was assigned to Acquisitions Unit staff.

Michael Milkman, the Libraries' Business Manager wrote in an email dated January 31, 2018, "Effective today, the processing of PeopleSoft paperwork for payment of library materials will be completed by Information Services Technicians." "All PeopleSoft paperwork processes, routing and approval (LVRs and Invoice Vouchers) required to pay for the Acquisitions Department transactions for library materials will be generated and approved by your department." He also wrote at an earlier date, "Administration will give two of their previously trained students to act as "Originators" working up to 10 hours a week each during this transition as time is of the essence. At any time if you would like more students (ie..assigning one student worker to each Info. Svs. Tech that has been trained) it would be up to the Department at that point to hire/train new students and speak with the Dean to determine the department student payroll budget."

Acquisitions Unit staff now give each invoice posted in Alma to a student, who acts as an "Originator." The student scans the invoice, uploads it to the eCampus Financial Administration module, creates a Limited Value Requisition (LVR) in eCampus Financials, and prints the LVR. Acquisition staff, acting as "Requestors," view the LVR in eCampus and compare it to the printed version, checking vendor, chartfield string, and dollar amounts. This process can take 5-10 minutes per invoice. When an LVR is okayed by a Requestor, the Head, Acquisitions, acting as an "Approver," approves it in eCampus, at which point it becomes a Limited Value Purchase Order (LVPO). Acquisitions Unit staff then print each LVPO and attach it to a printed copy of the corresponding invoice(s). The student brings the LVPO to the Head, Acquisitions, for signature.

In FY18, the Acquisitions Unit processed 717 invoices. All invoices below \$5,000 follow the process above. Those above \$5,000 are paid on Invoice Vouchers, which are prepared by the student, compared to a license agreement on file in Administration, and then given to the Chair, Technical Services and the Dean, University Libraries for signature.

As a result of this new workflow, there was a significant increase to the workload of the Unit, while staffing declined from four to two.

The collective bargaining unit for Acquisitions Unit staff, Educational Support Professionals - URI/NEARI, filed a grievance on behalf of the IST I's, stating that the assigned work was outside of their job classification. The URI AAUP filed two grievances on behalf of the Head, Acquisitions and the Chair of Technical Services due to unilateral changes in their workloads. All grievances are still outstanding at the time of this writing.

GOBI approval plan

During FY18, Head, Acquisitions Rathemacher worked with Collection Management Officer Burkhardt to set up an “approval plan” with GOBI (formerly YBP). Weekly, links to electronic notification slips for print and e-books in all subject areas that have been profiled by GOBI as “Essential” are sent to Burkhardt. (Additional, minor, criteria also apply.) Burkhardt reviews the slips on the GOBI platform and orders all titles appropriate for the collection. Through an API, Alma is immediately populated with a short bibliographic record, order record, and item record or portfolio for each item ordered. The books are received / activated, and invoices posted, by Acquisitions Unit staff following normal procedures. Ordering under this plan commenced in May 2018. If successful and affordable, this process will save time for both selectors and Acquisitions Unit staff while ensuring that we are collecting important titles as they are published.

The first approval plan orders were placed in May. Through the end of the fiscal year, 49 print titles (\$1,875.49) and 3 e-book titles (\$505.00) were ordered, for a total of 52 titles costing \$2,380.49.

E-book firm ordering

During the year, Rathemacher trained Stich to firm order e-books through the GOBI platform. Stich handles the entire process, from ordering and editing the POL in Alma, to working with catalogers to obtain a MARC record, to updating and activating the portfolio in Alma, to receiving and posting the invoice in Alma. Having a staff member trained in this task has made it possible to firm order a greater number of e-books.

Evidence based acquisitions

This year we experimented with two EBA (evidence-based acquisitions) plans. With an EBA, the library pays a fixed fee for access to most or all of a publisher’s e-books for a set time period, usually a year. At the end of the time period, the library applies some or all of the fee paid toward the perpetual-access purchase of a subset of the books, usually at list price. The books purchased are selected based on usage data, which is provided by the publisher.

- Morgan & Claypool Colloquium Digital Library of Life Sciences
 - URI has access to approximately 155 e-book titles in Collections 1-4. After a year, we will apply the \$4,250 fee paid to the purchase of 34 of these titles at the list price of \$125 per title.
- Elsevier Evidence Based Selection 2013-2017
 - URI has access to over 5,000 e-books published by Elsevier from 2013-2017. After a year, we will apply the \$45,000 fee paid to the purchase of the most-used books at list price. This will result in perpetual access to approximately 230 titles.

Library Materials Budget

Serials / periodicals

- Online serial expenditures were approximately \$2,925,974 (63% of all library materials expenditures).
- Print serial expenditures were approximately \$35,656 (0.8% of all library materials expenditures).
- Microform periodical expenditures were approximately \$7,545 (0.2% of all library materials expenditures).

These expenditures comprise approximately:

- 29,455 online journals through packages large and small
- 217 individual online journal subscriptions
- 64 print subscriptions (EBSCO only; including legal subscriptions and other direct subscriptions would increase this number slightly)

Cancelled titles

Approximately 80 individual periodical subscriptions were canceled for the 2018 subscription year. Of these, 27 were online subscriptions that moved to publisher portfolio packages or received very little use. 53 were print subscriptions, most of which were canceled because they could no longer be bound.

Format conversions

One title was converted from print + online to online-only format for 2018.

New e-journal packages

In FY18, we subscribed to two new online journal packages:

- ECS Plus (11 titles)
 - We formerly subscribed to Journal of the Electrochemical Society. In 2018, for an extra \$1,632 (former subscription was \$1,368), we converted to ECS Plus. This includes access to two journals (Journal of the Electrochemical Society and ECS Journal of Solid State Science), plus archives back to 1930. The subscription also includes unlimited article credits for URI authors publishing OA in ECS journals. ECS Plus is how libraries can support ECS's Free the Science, which is a business-model changing initiative that will make their research freely available to all readers while remaining free for authors to publish.

- IOPscience Extra (125 titles)
 - Access to the complete portfolio of Institute of Physics journals, including backfiles. Content is owned in perpetuity. URI changed from five individual subscriptions costing \$25,851 to this package for \$22,850, resulting in access to more content at a lower overall cost.

One-time purchases of journal backfiles

- Elsevier ScienceDirect Agricultural and Biological Sciences Backfile Collection + Agricultural and Biological Sciences Supplement 1 Backfile Collection 2017
- Elsevier ScienceDirect Biochemistry, Genetics and Molecular Biology Backfile Collection 2017 + Biochemistry, Genetics and Molecular Biology Supplement 1 2018
- Elsevier ScienceDirect Business, Management and Accounting Backfile Collection 2017
- Elsevier ScienceDirect Cell Press Backfile Collection 2017
- Elsevier ScienceDirect Economics, Econometrics and Finance Backfile Collection 2017
- Elsevier ScienceDirect Medicine and Dentistry (Health Sciences) Backfile Collection 2017 + Medicine and Dentistry Supplement 2 + Medicine and Dentistry Supplement 2 2017
- Fortune Magazine Archive 1930-2000
- INFORMS Journals Archive 1952-1997
- Sage Deep Backfile Upgrade Package 2018
- Wiley Journal Backfile Upgrade 2018

TOTAL: \$348,526 one-time purchase / \$0 annual fees

The purchase of this content allows us to withdraw duplicate print volumes and create space in the serial stacks.

E-journals accessible

According Alma Analytics, the total number of unique e-journal titles accessible at URI stood at **114,235** at the end of FY18. This number includes freely-available journals.

Reference databases

The total cost of reference databases in FY18 was approximately \$782,388, or 16.9% of total library materials expenditures.

Reference database *subscriptions* amounted to \$740,815, or 16.0% of the library materials budget.

For a list of individual reference databases subscribed to in FY2018, see the statistical supplement to this report.

New subscriptions (includes access fees for one-time purchases and primary source products)

- Birds of North America
- Encyclopedia of Islam Online
- Encyclopedia of Women & Islamic Cultures Online
- Oxford Bibliographies Online
- ProQuest Historical Newspapers: The Boston Globe
- ProQuest Historical Newspapers: The New York Times with Index
- ProQuest Historical Newspapers: The Wall Street Journal
- Twentieth Century Religious Thought: Volume II, Islam

TOTAL subscription cost: \$6,732

One-time purchases

- Contemporary Literary Criticism from v.1 through 2018 (Gale)
- Oxford Bibliographies Online (Oxford)
 - African American Studies
 - Criminology
 - International Relations
 - Islamic Studies
 - Medieval Studies
 - Renaissance and Reformation
- ProQuest Congressional content (ProQuest)
 - ProQuest Congressional Hearings Digital Collection Historical Archive Part B, 1980-2003
 - ProQuest Congressional House and Senate Unpublished Hearings Digital Archive Part A, 1973-1979
 - ProQuest Congressional House and Senate Unpublished Hearings Digital Archive Part B, 1980-1990
 - ProQuest Congressional House and Senate Unpublished Hearings Digital Archive Part C, 1981-1992
 - ProQuest Congressional Research Digital Collection Historical Archive Part B, 2004-2010
 - ProQuest Congressional Research Digital Collection Historical Archive Part C, 2011
 - ProQuest Congressional Research Digital Collection Historical Archive Part D, 2012
 - ProQuest Congressional Research Digital Collection Historical Archive Part E, 2013
 - ProQuest Congressional Research Digital Collection Historical Archive Part F, 2014
 - ProQuest Congressional Research Digital Collection Historical Archive Part G, 2015
 - ProQuest Congressional Research Digital Collection Historical Archive Part H, 2016
 - ProQuest Congressional Research Digital Collection Historical Archive Part I, 2017

- ProQuest Congressional Research Digital Collection Historical Archive Part J, 2018
- Short Story Criticism from v.1 through 2018 (Gale)

TOTAL one-time cost: \$116,450

Platform changes

- BIOSIS Previews – from Web of Science to EBSCOhost
- EconLit – from ProQuest to EBSCOhost
- GeoRef – from ProQuest to EBSCOhost
- Philosopher’s Index – from ProQuest to EBSCOhost
- PsycINFO – from ProQuest to EBSCOhost (along with PsycARTICLES)

Other changes of note

- Labor and Employment Law Resource Center (Bloomberg BNA) changed to IP-authentication with unlimited users
- LexisNexis Academic changed to Nexis Uni

Canceled or defunct databases

- Bernan discontinued the Kraus Curriculum Development Library (KCDL) Online in early 2018.

Primary source product purchases

We purchased the following online archival products in FY18:

- American Indian Newspaper (Adam Matthew)
- Archives of Sexuality & Gender: LGBTQ History and Culture Since 1940, Part II (Gale)
- Archives of Sexuality & Gender: LGBTQ History and Culture Since 1940, Part III (Gale)
- Churchill Archive (Bloomsbury)
- Colonial America, Module 3: The American Revolution (Adam Matthew)
- Colonial America, Module 4: Legislation and Politics in the Colonies (Adam Matthew)
- First World War, Module 4: A Global Conflict (Adam Matthew)
- Foreign Office Files for Japan: 1931-1945, Japanese Imperialism and the War in the Pacific (Adam Matthew)
- Foreign Office Files for Japan: 1946-1952, Occupation of Japan (Adam Matthew)
- Gender: Identity and Social Change (Adam Matthew)

- Left of Liberalism: Marxist-Socialist Newspapers, 1900-2015 (National Archive Publishing)
- Making of Modern Law: American Civil Liberties Union Papers, 1912-1990, Part II (Gale)
- Music Magazine Archive: Folk (National Archive Publishing)
- Music Magazine Archive: Hip Hop & Rap (National Archive Publishing)
- Music Magazine Archive: Rock (National Archive Publishing)
- ProQuest Historical Newspapers: The Boston Globe
- ProQuest Historical Newspapers: The New York Times with Index
- ProQuest Historical Newspapers: The Wall Street Journal
- Twentieth Century Religious Thought: Volume II, Islam

TOTAL: \$355,497 one-time purchase / \$5,770 annual access fees

E-books

We purchase e-books that meet our criteria of one-time purchase, perpetual access, no DRM (digital rights management), unlimited simultaneous users, and no platform hosting fees (with certain exceptions in individual cases). Preference for e-book format depends primarily on the request of the book's subject selector as well as e-book availability. Other factors are a book's anticipated audience and use.

In FY18 we purchased 11 e-book packages totaling approximately 5,152 titles for a total cost of \$111,742. This averages about \$22 per book. Discounts on packages, when applicable, ranged from 5%-24%.

In addition, we purchased 83 individual e-books for a total of \$38,490, which amounts to an average price of \$464. E-books are much more expensive than print. Of these 83 e-book titles, 3 were purchased through the new GOBI approval plan.

Total e-books purchased, including purchased EBA titles, were approximately **5,499** titles at a cost of **\$199,482**. This comprised approximately 4.3% of total library materials expenditures.

Of the 5,499 e-book titles purchased:

- 1.5% (80) were firm orders
- 94% (5,152) were purchased in packages
- <1% (3) were GOBI approval plan
- 4.5% (264) were EBA purchases

For a list of individual e-books and e-book packages purchased in FY2018, see the statistical supplement to this report.

Print books: Acquisition method

Of the 3,708 print monograph volumes purchased:

- 78% (2,901) were firm orders
- 18% (666) were Strand deposit account
- 1% (49) were GOBI approval plan
- 3% (92) were standing orders

Trends: Print books vs. e-books

In FY18, we purchased **3,708** volumes of print books, down 16.4% from FY17.

Total expenditures for print monographs were approximately **\$198,930**, or 4.3% of total library materials expenditures.

By contrast, **\$199,482** was spent on e-book purchases, also 4.3% of total materials expenditures, with a total of approximately **5,499** titles purchased.

According to these figures, of the total number of monographic titles purchased, approximately **40%** were print and **60%** were electronic.

The average cost-per-title for print books purchased was **\$53.71** and for e-books was **\$36.28**. Some of the e-books purchased were backlist titles, lowering the average cost-per-title. Purchasing e-books in packages also lowers the average cost-per-title. In contrast, the average cost-per-title for e-books that were *firm ordered* individually was **\$463.74**. This amount is significantly higher than last year due to a number of expensive encyclopedias ordered in e-book format.

Some e-books are acquired through subscription packages (e.g. Credo, Safari, Stat!Ref); they are not included in the calculations above.

Library materials budget: Total expenditure breakdowns

Format

- Online: \$4,352,383 (93.9%)
- Physical: \$252,323 (5.4%)
- Other: \$28,264 (0.6%)

Subscriptions vs. one-time

- Subscriptions: \$3,401,009 (73.3%)
- One-time purchases: \$1,236,578 (26.7%)

Budget source

- State budget: \$4,601,096 (99.2%)
- URI Foundation and external funds: \$38,862 (0.8%)

Licenses

Rathemacher worked with Assistant Legal Counsel Peter Harrington in the university's Office of General Counsel to review and approve 11 licenses for online content during 2017/18:

- Annual Reviews NERL license (journals)
- Association for Computing Machinery (e-books)
- Bloomberg BNA (database)
- Bloomberg BNA (journal)
- Bloomsbury (databases)
- Cornell University (database)
- Morgan & Claypool (e-books, evidence-based acquisition)
- Oxford University Press NERL license (journals)
- SciFinder Scholar NERL license (database)
- SpringerNature NERL license (journals)
- Wiley (journals)

Vendor Meetings

Head of Acquisitions Rathemacher met with the following vendors during 2017/18:

- August 30, 2017: Amy Thurlow (Regional Sales Manager, Academic Libraries), EBSCO Information Services, re: EBSCOhost databases, e-books, FOLIO, changes at the library.
- September 7, 2017: Chloe Capani (Library Sales Manager), Sage Publishing, re: current journals package, cap in price increases, journal backfiles, e-books on Sage Knowledge.

- September 13, 2017: Terry Walsh (Regional Sales Manager) and Sarah Perlmutter (Director of Sales, eBooks), EBSCO Information Services, re: e-books, GOBI book ordering platform, journal subscriptions.
- October 17, 2017: Tim Hoey (Library Sales Representative) and Stephanie Kaelin (Library Sales Manager), Cambridge University Press, re: EBA models, e-books, journals, journal backfiles, open access.
- February 8, 2018: Terry Walsh (Regional Sales Manager) and Laura Zusman Foss (Senior Collection Development Manager and Profiling Team Lead), GOBI Library Solutions / EBSCO Information Services, re: slip approval plan that would work with GOBI API (with Stich).
- February 15, 2018: Bruce Daley (Senior Account Manager) and Jim Walsh (Historical and Government Collections Specialist), ProQuest, re: new Safari product, change in ProQuest newspaper products, archives, ProQuest Congressional databases (with Izenstark, Larsen, and Mongeau).

Additional statistics

Detailed statistics on library materials expenditures and acquisitions activities are available in a supplemental file to the Acquisitions Unit Annual Report 2017-2018, available in the Technical Services Reports and Statistics series on DigitalCommons@URI.