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Acquisitions Unit Annual Report 2018-2019

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Acquisitions Unit Annual Report 2018-2019

Andrée J. Rathemacher • Head, Acquisitions

Version: August 21, 2019

Personnel

Acquisitions Unit staff & faculty

As of the end of FY2019, 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 remained the same throughout the year.

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

Student workers

During 2018/19, the following students worked for the Acquisitions Unit:

- Emma Crisfield
- Nicole Donahue
- Astrid Harris

Additional students hired and trained by Library Administration were assigned to create Limited Value Requisitions in PeopleSoft for Acquisitions Unit invoices under \$5,000, to create Invoice Vouchers for invoices over \$5,000, and to shepherd these invoices through the university purchasing process for library materials.

Total student hours worked during the year were **915.47**, which averages about **17.6** hours per week, given a 52-week year. This was up 85.5% from 494.87 hours for FY2018. However, this increased number includes the students helping to process Acquisitions Unit invoices. Since this was not the case for FY2018, the numbers are not directly comparable.

The FY2019 Acquisitions Unit student budget was \$7,585, an increase of \$4,000 (111.6%) from the FY2018 budget of \$3,585. Again, the increase was due to the inclusion of the students working with invoices. Total FY2019 student employee expenditures charged to Acquisitions amounted to **\$8,920.61**. This was 117.6% of the total amount budgeted and an increase of \$5,568.85 (166.1%) from FY2018 expenditures of \$3,351.76.

Work of the Unit

Acquisitions Unit staff are responsible for ordering, receiving, processing, and initiating payment for over \$4.75 million annually of library materials in all formats. The Head, Acquisitions is responsible for the purchase and licensing of most electronic resources as well as their management in the Alma library system.

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, 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.

For individually purchased books and media, 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. Packages of e-journals are usually ordered using metadata from the Alma Community Zone. Packages of e-books and primary source databases are ordered at the collection level; the Head, Metadata and Content Management later loads MARC records which are usually retrieved by the Head, Acquisitions.

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 and placed in a queue for payment. Acquisitions Unit staff use eCampus Financials to approve Limited Value Requisitions for invoices under \$5,000 that have been entered into eCampus Financials by a student. The Head, Acquisitions does the final approval of the Limited Value Requisitions in eCampus Financials and signs the paper copies of the Limited Value Purchase Orders. The Chair, Technical Services signs the Invoice Vouchers for Acquisitions Unit purchases over \$5,000 that were prepared by students.

Binding

In late June 2017, Dean Boughida determined that the library would no longer send materials out for contract binding, including theses and dissertations. At the same time, the State of Rhode Island's Master Price Agreement for Book Binding was not re-bid due to low volume.

Thus, regular binding effectively ceased last fiscal year, 2017-2018. An exception was made at the end of that year, and one, ad-hoc binding shipment with Acme Binding was done for NOAA Preservation Steward items, using Foundation funds.

In 2018-2019, there were no special binding projects, and no contract binding took place.

Monograph weeding / withdrawals

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

In FY2019, weeding of the monographic and serials collections by Collection Management Officer Burkhardt continued. The Acquisitions Unit withdrew **3,381** serial volumes (down 50.5% from FY2018), **137** microform pieces (down 88.5%), and **2,110** monograph volumes (down 48.6%).

Inventory

Inventory activities ceased in early 2018 with the retirement of Bannister. No inventory work was done by the Acquisitions Unit in 2018-2019.

<h2>Miscellaneous items of note</h2>

PeopleSoft / eCampus Financial Administration

As reported last year, in February 2018, Acquisitions staff were assigned to perform the PeopleSoft / eCampus Financial Administration processes associated with the payment of invoices originating from the Acquisitions Unit. These processes had for years been performed by a Fiscal Clerk in Library Administration. The re-assignment of this work was subject to a collective bargaining grievance:

- On February 6, 2018, the Educational Support Professionals – URI (NEARI) filed a grievance alleging that the Technical Services staff members (IST I's) were being required to work outside of their classification.
- A hearing was held on March 15, 2018 with Anne Marie Coleman, Assistant Vice President for Human Resources.
- On April 5, 2018, Anne Marie Coleman denied the grievance because the grievants had not been required to work in a higher classification.

- The union advanced the grievance to the next level, and on August 9, 2018 a hearing was held at the Department of Administration level.
- On October 3, 2018, hearing officer Patrick S. Cannon denied the grievance.
- The union filed for arbitration, and on May 13, 2019, the arbitration hearing was held.
- On July 31, 2019, arbitrator John J. Harrington denied the grievance.

With the denial of the grievance at the arbitration level, eCampus Financial Administration tasks will remain part of the work assignment of IST I's in Acquisitions. In FY2019, the Acquisitions Unit processed approximately 774 invoices. Given limited levels of staffing, it is possible that other work of the Unit will suffer beyond that which has already ceased (e.g. binding and inventory).

GOBI approval plan

The GOBI approval slip plan initiated in FY2018 (see last year's report) continued in FY2019. This year, the first full fiscal year the plan was in place, Collection Management Officer Burkhardt ordered 314 print titles (\$15,693.32) and 2 e-book titles (\$290.00), for a total of 316 books costing \$15,983.32.

Individual e-book firm ordering

During FY2018, Rathemacher trained Stich to firm order individual e-books through the GOBI platform. FY2019 was the first full year in which she ordered selectors' requests for e-books (when available). As a result, during the year we firm-ordered 242 individual e-books costing a total of \$39,375.01. This was up from 83 e-books costing \$38,490.32 in FY2018, an increase of 191.6% in terms of titles and 2.3% in terms of expenditures.

Eastern Book Company ceases operations

In April 2019 we received notice from Eastern Book Company (EBC) that the owners were retiring and closing down the business. Orders still outstanding at the end of May 2019 were canceled and reordered with GOBI. GOBI, owned by EBSCO, is now the Acquisition Unit's primary monograph vendor.

Rush ordering through GOBI

In May 2019, we set up a subaccount with GOBI to use for rush orders. We can now place rush orders using the GOBI API. This was necessary with the demise of EBC, who we used to use for orders involving rushes and special requests.

Evidence based acquisitions

In an evidence-based acquisitions program (EBA), a 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 usually selected based on usage data, which is provided by the publisher, though any books may be selected up to the value of the EBA investment.

In FY2019 we continued our EBA program with Elsevier for a second year. The first year of the program yielded perpetual access to a selection of 216 e-books costing approximately \$45,000 from a universe of over 5,000 e-books. The second year of the program, initiated in FY2019 with selection taking place in FY2020, will result in a spend of \$47,250. During the year, URI researchers will be able to access over 8,000 e-books on the ScienceDirect platform.

Miscellaneous

In August 2018, Zinser ceased photocopying selectors' orders to return to them after items were ordered. This was a time-consuming legacy practice that there was no need to continue.

Library Materials Budget

Serials / periodicals

- Online serial expenditures were approximately \$2,924,898 (57.3% of all library materials expenditures).
- Print serial expenditures were approximately \$37,334 (0.7% of all library materials expenditures).
- Microform periodical expenditures were \$0 (0% of all library materials expenditures).

These expenditures comprise approximately:

- 28,110 online journals through packages large and small
- 222 individual online journal subscriptions
- 38 print subscriptions (EBSCO only; including legal subscriptions and other direct subscriptions would increase this number slightly)

Cancelled titles

Approximately 42 individual periodical subscriptions were canceled for the 2019 subscription year. Of these, 22 were online subscriptions that moved to publisher portfolio packages or received very little use, 1 title was suspended, and 1 title was used for a drop/add. There were 16 canceled print subscriptions; of these, 7 were canceled as part of a Reference print cancellation project, 3 because free versions were available online, 2 because they were not available to purchase in online format, and 2 because of irregular publication/delivery problems.

Format conversions

For 2019, the CRC Handbook of Chemistry and Physics was changed from a print to an online only subscription.

New e-journal packages

No new journal packages were subscribed to in FY2019.

New e-journal subscriptions

In 2019, we canceled our JSTOR Current Scholarship Program (CSP) package due to overlap with other databases (especially ProjectMUSE), low usage, and out-of-date metadata in the Alma Community Zone. Of the titles in the JSTOR CSP, 21 were added back as individual online subscriptions.

One new title, NBER Working Paper Series, was added as a drop/add (with additional support from Foundation funds) for the Department of Economics.

One-time purchases of journal backfiles

- Atlantic Magazine Archive (EBSCO)
- Elsevier ScienceDirect Clinics in Geriatric Medicine Intermediate Backfile 2000-2013
- Elsevier ScienceDirect Nursing Clinics of North America Intermediate Backfile 2002-2013
- Elsevier ScienceDirect Pediatric Clinics of North America Deep Backfile 1954-1995
- Elsevier ScienceDirect Pediatric Clinics of North America Intermediate Backfile 1996-2013
- Elsevier ScienceDirect Neuroscience + Neuroscience Supplement 1 Backfile Collection 2018
- Esquire Magazine Archive (EBSCO)
- IEEE Journals Archive 1884-1999
- Life Magazine Archive (EBSCO)
- Oxford Journals Archive 2018 and 2019 Complete Top Up
- ProQuest Historical Newspapers: Atlanta Daily World
- ProQuest Historical Newspapers: Chicago Defender
- ProQuest Historical Newspapers: New York Amsterdam News
- Providence Journal Historical Archive 1829-1981 (Newsbank)
- Sage Deep Backfile Upgrade Package 2019
- Time Magazine Archive (EBSCO)
- U.S. News & World Report Magazine Archive (EBSCOhost)

TOTAL: \$387,124.02 one-time purchase / \$2,201.50 annual fees

The purchase of this content allows us to provide convenient, searchable online access to important historical content as well as to withdraw duplicate print volumes, creating space in the serial stacks.

E-journals accessible

According to Alma Analytics, and using definitions from the ACRL annual statistical survey, the total number of unique e-journal titles accessible at URI stood at **128,008** at the end of FY2019. This number includes freely-available journals.

Reference databases

The cost of continuing and one-time reference database in FY2019 was approximately \$1,058,772, or 22.3% of total library materials

Reference database *subscriptions* amounted to \$837,485, or 17.6% 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)

- Access Rhode Island from America's News
- African Diaspora, 1860-Present
- American Historical Periodicals from the American Antiquarian Society (Gale)
- Berg Fashion Library
- Churchill Archive
- CRC Handbook of Chemistry and Physics
- Early American Imprints Series II: Shaw-Shoemaker 1801-1819
- Early American Newspapers Series 2-13
- Eighteenth Century Collections Online (ECCO)
- ICPSR (Inter-university Consortium for Political and Social Research)
- LGBTQ Magazine Archive
- Making of Modern Law: Trials, 1600-1926
- Making of Modern Law: U.S. Supreme Court Records and Briefs, 1832-1978
- Political Extremism & Radicalism in the Twentieth Century
- ProQuest Historical Newspapers: Atlanta Daily World
- ProQuest Historical Newspapers: Chicago Defender
- ProQuest Historical Newspapers: New York Amsterdam News
- Religions of America
- RILM Abstracts of Music Literature with Full Text
- Women and Social Movements Library

TOTAL subscription cost: \$63,749.50

One-time purchases

In FY2019, none of our one-time purchases were primarily reference databases, though some e-journal and primary source database purchases are listed on the library's A-Z Databases page. See other sections of this report.

Platform changes

- MLA International Bibliography – from ProQuest to EBSCOhost (upgraded to Full Text edition)

Other changes of note

- None noted

Canceled or defunct databases

- Labor and Employment Law Resource Center (Bloomberg BNA) was canceled because BNA decided to only offer access from one specific computer on campus (for the same price as a site-wide, IP-authenticated license).
- ProQuest Digitized Newspapers – Recent Newspapers (New York Times) [formerly ProQuest Digital Microfilm] was canceled due to cost, the fact we lack only the latest 4 years of page image content, and content being readily available elsewhere.

Primary source product purchases

We purchased the following online archival products in FY2019:

- African American Historical Serials Collection (EBSCO)
- African Americans and Jim Crow: Repression and Protest, 1883-1922 (Readex Newsbank)
- African Diaspora, 1860-Present (Alexander Street Press)
- American Historical Periodicals from the American Antiquarian Society, Series 6 (Gale)
- Civil War Primary Source Documents (EBSCO)
- Confidential Print: Latin America, 1833-1969 (Adam Matthew)
- Eighteenth Century Collections Online ECCO (Gale)
- Empire Online (Adam Matthew)
- Foreign Office Files for Japan: 1919-1930: Japan and Great Power Status (Adam Matthew)
- Gateway to North America: The People, Places, & Organizations of 19th Century New York (EBSCO)
- LGBT Magazine Archive (ProQuest)
- Making of Modern Law: Trials, 1600-1926 (Gale)
- Making of Modern Law: U.S. Supreme Court Records and Briefs, 1832-1978 (Gale)
- Political Extremism & Radicalism in the Twentieth Century: Far-Right and Left Political Groups in the U.S., Europe, and Australia (Gale)

- Religions of America (Gale)
- Virginia Company Archives (Adam Matthew)
- Women and Social Movements Library (Alexander Street Press)

TOTAL: \$321,554 one-time purchase / \$3,226 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 selector as well as e-book availability. Other factors are a book's anticipated audience and use.

In FY2019 we purchased 10 e-book packages totaling approximately 4,143 titles for a total cost of \$150,385. This averages about \$36 per book. (Note: These figures do not include our Elsevier EBA program.)

In addition, we purchased 242 individual e-books for a total of \$39,375, which amounts to an average price of \$163 per book. E-books are much more expensive than print. Of these 242 e-book titles, 2 were purchased through the new GOBI approval plan.

Total e-books acquired, including accessible EBA titles, were approximately **12,773** titles at a cost of **\$237,010**. This comprised approximately 5.0% of total library materials expenditures.

Of the 12,773 e-book titles purchased:

- 1.9% (242) were firm orders
- 32.4% (4,143) were purchased in packages
- <1% (2) were GOBI approval plan
- 65.7% (8,388) were EBA access [a smaller number will be retained perpetual access]

For a list of individual e-books and e-book packages purchased in FY2019, see the statistical supplement to this report.

Print books: Acquisition method

Of the 3,577 print monograph volumes purchased:

- 70% (2,498) were firm orders
- 20% (707) were Strand deposit account
- 9% (314) were GOBI approval plan

- 2% (58) were standing orders

Trends: Print books vs. e-books

In FY2019, we purchased **3,577** volumes of print books, down 3.5% from FY2018. Total expenditures for print monographs were approximately **\$168,722**, or 3.3% of total library materials expenditures.

By contrast, **\$237,010** was spent on e-book purchases, 5.0% of total materials expenditures, with a total of approximately **12,773** titles purchased.

According to these figures, of the total number of monographic titles purchased, approximately **22%** were print and **78%** were electronic.

The average cost-per-title for print books purchased was **\$47.17** and for e-books was **\$18.56**. The inclusion of EBA titles in this calculation, as well as the fact that some of the e-books purchased were backlist titles, lowers the average e-book cost-per-title number significantly. Purchasing e-books in packages also lowers the average cost-per-title. By way of comparison: the average cost-per-title for e-books that were *firm ordered* individually was **\$163**.

Note that e-books that are acquired through subscription packages (e.g. Credo, Safari, Stat!Ref) are not included in the calculations above, however books acquired through EBA programs are, even though only small fraction of these will remain as perpetually-owned e-books.

OA Initiatives

Calls are growing for libraries to transition materials budgets away from commodity information toward support of open access to scholarship and open infrastructure [see [2.5% Commitment](#), [Invest in Open Infrastructure](#), [OA2020](#), [Global Sustainability Coalition for Open Science Services \(SCOSS\)](#)].

In this context, in FY2019, we supported the following open access initiatives:

- CLOCKSS Supporting Library
- Diversity and Dissent: Civil Society in 20th Century America Investment Fund (Reveal Digital)
- Directory of Open Access Journals (DOAJ) membership
- ECS Plus
- Journal of Agriculture, Food Systems, and Community Development (JAFSCD) shareholder
- Knowledge Unlatched KU Select 2018: HSS Frontlist Books
- Knowledge Unlatched KU Select 2018: STEM Frontlist Books
- Libraria: Open Access Publishing Cooperative
- Luminos Courier Level Membership
- OAPEN Library Membership

- Open Books Publishers (OBP) Library Membership
- Open Library of Humanities (OLH)
- ORCID Premium Consortium Membership
- SCOAP3

The total cost for our support was \$36,302. This represents 0.8% of total materials expenditures.

Library materials budget: Total expenditure breakdowns

Format

- Online: \$4,854,610 (95.1%)
- Physical: \$215,139 (4.2%)
- Other: \$34,089 (0.7%)

Subscriptions vs. one-time

- Continuing commitments: \$3,522,102 (74.0%)
- One-time purchases: \$1,235,244 (26.0%)

Budget source

- State budget: \$4,728,452 (99.4%)
- URI Foundation funds: \$28,895 (0.6%)

Licenses

Rathemacher worked with Assistant Legal Counsel Peter Harrington in the university's Office of General Counsel to review and approve 8 licenses for online content during 2018/19:

- American Association for the Advancement of Science NERL license (journals)
- Bloomsbury addendum (Berg Fashion Library)
- Bloomsbury addendum (Drama Online streaming video collections)
- Bloomsbury addendum (RSC Live streaming video collection)
- IEEE (journals backfile)
- ORCID (membership)
- Reveal Digital / ITHAKA (funding agreement)
- Sage NERL license (all products)

Vendor Meetings

Head of Acquisitions Rathemacher met with the following vendors during 2018/19:

- August 30, 2018: Michael Owczarek (Account Manager), Wiley, re: Wiley Digital Archives, KBART Automation, individual e-book ordering through GOBI.
- October 17, 2018: Amy Thurlow (Regional Sales Manager), EBSCO, re: negotiated verbal agreement for 3% price cap on databases in return for multi-year commitment, EBSCO archival products, FOLIO.
- March 1, 2019 (by phone): Peggy Glahn (Associate Director, Library Relations and Outreach), Reveal Digital/ITHAKA, re: Reveal Digital becoming part of ITHAKA and new license agreement required.
- March 21, 2019: Tony Skoczylas (Library Services Consultant, Library Services for Americas) and Rosanna O'Neil (Senior Library Services Consultant for Cataloging), OCLC, re: URI's OCLC services and use levels (with Cerbo and Gallagher).

Additional statistics

Detailed statistics on library materials expenditures and acquisitions activities are available in a supplemental file to the Acquisitions Unit Annual Report 2018-2019, available in the Technical Services Reports and Statistics series on DigitalCommons@URI.