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Acquisitions Unit Annual Report 2020-2021

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Acquisitions Unit Annual Report 2020-2021

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Personnel

Acquisitions Unit staff & faculty

As of the end of FY2021, 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.

Student workers

During 2020/21, the Acquisitions Unit did not have any student workers due to the COVID-19 pandemic. Staff were working from home and were unable to supervise students.

Work of the Unit

Acquisitions Unit staff are responsible for ordering, receiving, processing, and initiating payment for over \$4.8 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, streaming media, and other online resources is done by the Head, Acquisitions, with the assistance of the Curator, Media Resource Center in the case of streaming media.

Orders are placed through the GOBI API, directly on vendor websites, by emails to vendors, and through Alma via EDIFACT, 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. 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. For some collections Alma Community Zone records are used.

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 library materials purchased from the library materials budget are posted in Alma by Acquisitions Unit staff. Acquisitions Unit staff enter invoices under \$5,000 into eCampus Financials to create Limited Value Requisitions. The Head, Acquisitions approves the Limited Value Requisitions in eCampus Financials and digitally signs the Limited Value Purchase Order PDFs after they are generated and sent to her by Acquisitions Unit staff. Invoices over \$5,000 are forwarded by Acquisitions Unit staff to Library Administration staff, who pay them on Invoice Vouchers. Acquisitions Unit staff maintain a shared Google Drive for all completed financial paperwork and liaise with URI Accounting when vendors have questions about the payment status of invoices. In FY2021, the Acquisitions Unit processed approximately 630 invoices.

Binding

In 2020-2021, an order with AcmeBinding was placed for 205 volumes of government publications. Professor Deborah Mongeau managed the bidding process, while Jennifer Stich prepared the volumes for shipping and received them upon their return. Due to COVID-19 and the bindery in Charlestown, Massachusetts being closed, the binding was sent to HF Group's facility in North Carolina. The materials did not arrive back in time for the order to be paid in FY2021.

Monograph weeding / withdrawals

The Acquisitions Unit handles most withdrawals of physical items from the main library, assisting the Metadata and Content Management Unit. The Acquisitions Unit withdrew 111 serial volumes (down 27.9% from FY2020), 251 microform pieces (up from 0 in FY2020), and 145 monograph volumes (down 89.4%).

COVID-19

Working from home

Rathemacher, Stich, and Zinser all worked from home for the entirety of 2020-2021. Stich and Zinser worked in the library one day a week.

From home, they processed invoices for payment (including eCampus components), ordered materials, responded to payment inquiries from vendors, liaised with URI Accounting, managed print and electronic materials in Alma, and engaged in professional development.

In the library, Zinser received and barcoded physical materials and scanned them to Metadata and Content Management staff for full cataloging. Stich processed physical materials for use, handled withdrawals, and collected and distributed unit mail.

Miscellaneous items of note

Newspaper site licenses

During FY2021, we obtained site licenses to the New York Times (announced October 2020) and the Wall Street Journal (announced January 2021).

Evidence based acquisitions

In an evidence-based acquisitions program (EBA), a library pays a fixed fee for access to most or some of a publisher's e-books for a set time period, usually a year. At the end of the time period, the library applies the fee paid for the EBA to the perpetual-access purchase of a subset of the books, either at list price or with a discount. 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 FY2021, we participated in the following EBAs:

- Cambridge: Direct. For 10/1/2020 to 9/30/2021, access to all books on the Cambridge Core platform published from 2015 to present, including new titles as they are published, about 12,700 titles. \$35,535. Selected titles purchased at list price at the end of the EBA.
- Elsevier: Direct. For 12/31/2020 to 12/30/2021, access to all books on the ScienceDirect platform published from 2013 to 2020. \$49,612.50.
- Oxford: Direct. For 12/11/2020 to 12/31/2021, access to all frontlist and backlist Oxford University Press books on the Oxford Scholarship Online platform, including new titles as they are published, about 17,800 titles. \$60,000.

- Sage: Through NERL. For 9/1/2020 to 8/31/2021, access to all books on the Sage Knowledge platform, including new titles as they are published, about 5,600 titles. \$22,000. Selected titles purchased at 10% off list price at the end of the EBA.
- Springer: Through NERL. For 9/1/2020 to 8/31/2021, access to e-books with publication years 2019, 2020, and 2021 in four Springer Nature collections: Biomedical and Life Science; Computer Science; Earth and Environmental Science; and Engineering, about 6,000 titles. \$48,444.
- Taylor & Francis: Through GOBI. For 3/1/2021 to 2/28/2022, access to e-books with publication years 2015-2019 in five subject areas: Psychological Science; Mental Health; Sociology & Social Policy; Education; and Engineering & Technology, about 14,190 titles. \$25,000.

GOBI approval plan

The GOBI approval slip plan initiated in FY2018 continued in FY2021. This plan provides notifications to Collection Management Officer Burkhardt of books that meet several criteria. This year, books reviewed in popular reviewing sources were added. We ordered 351 print titles costing \$14,962.69, an increase of 19.3% over FY2020.

Physical media vendor

In FY2020, our primary physical media vendor, Action! Library Media closed their doors permanently due to the impact of the pandemic. In FY2021, we set up two additional media vendors: Compact Disc Source, based in Evanston, Illinois, and Midwest Tape, based in Holland, Ohio. In FY2021 we placed all of our physical media orders with Compact Disc Source, which offers a high level of customer service. Acquisitions staff are so happy with Compact Disc Source that we haven't yet ordered from Midwest Tape.

Ex Libris CDI in Alma

With the change by Ex Libris from Primo Central to CDI (Central Discovery Index) in FY2020, the settings for managing discovery metadata in Primo were incorporated into Alma. In September 2020, Rathemacher completed the process of reviewing CDI settings in Alma that she had begun in March 2020, with 477 databases in Alma activated for CDI.

Alma "Real-Time Ordering" of e-books

Beginning in September 2020, portfolios for e-books ordered via the GOBI API were automatically added to the appropriate Alma Community Zone collection and linked to the CZ. This saves time for Acquisitions staff and allows linking information to be maintained automatically. (Cataloging & Metadata still provide local OCLC MARC records for these titles.) In February 2021, e-book portfolios

entering Alma via this process were automatically set to status “available,” making e-books available to our users as soon as possible and decreasing the number of steps required of Acquisitions staff when ordering and activating e-books.

COUNTER R5 usage reports in Alma

COUNTER 5 was released in the spring of 2019, and many publishers stopped supporting COUNTER 4 in April 2019. Alma did not support COUNTER 5 reports until January 2020. In FY2020, Rathemacher began updating the SUSHI settings in Alma for each vendor to enable the harvesting of COUNTER 5 reports. This work was completed in February 2021.

Automated holdings feeds

This year we set up automated holdings feeds for additional vendors in both OCLC and Alma. In OCLC, our holdings will be kept up-to-date automatically for e-books from Taylor & Francis, e-books on ProQuest Ebook Central, and e-books on the JSTOR platform. In Alma, our ProQuest Ebook Central holdings will be auto-updated daily.

EZproxy login page

In FY2020, Rathemacher worked with Chief Technology Officer Bohyun Kim to update our hosted EZproxy login pages. Kim corrected wording on the pages and updated them to conform to the latest URI webpage design. She also liaised with OCLC to place the updated pages on their server. The new login page went live in August 2020.

LIBstick

This year we trialed LIBstick, browser-based software for book label printing developed by staff at Technion – Israel Institute of Technology. LIBstick connects to Alma via an API, and the developers gave us free access for several months while we tested it. LIBstick tech support worked to create javascript logic that would program label pre-stamps for specific Alma locations as well as appropriate line breaks for LC, SuDoc, and Swank call numbers. Ultimately, we couldn’t get the software to work as we wanted, so we will not subscribe; we will continue to use SpineOMatic installed on local computers.

Library Materials Budget

The materials budget for FY2021 was \$5,111,748.

Serials / periodicals

- Online serial expenditures were approximately \$2,707,232 (53.1% of all library materials expenditures).
- Print serial expenditures were approximately \$18,881 (0.4% of all library materials expenditures).

E-journals accessible

According to Alma Analytics, using definitions from the ACRL annual statistical survey, the total number of unique e-journal titles accessible at URI stood at **127,927** at the end of FY2021. This number includes freely-available journals.

Reference databases

The cost of reference databases in FY2021 was approximately \$850,643, or 16.7% of total library material expenditures.

For a list of reference databases subscribed to in FY2021, see the statistical supplement to this report. New subscriptions for FY2021 are highlighted in green.

Primary source products

Expenditures for online primary source collections in FY2021 were approximately \$650,974, or 12.8% of total library material expenditures.

When selecting products for year-end purchase, priority was given to collections supporting diversity, equity, and inclusion.

A list of one-time purchases, including primary source materials, is available in the statistical supplement to this report.

E-books

We purchase e-books that meet our criteria of one-time purchase, perpetual access, no DRM (digital rights management), unlimited concurrent users, and no platform hosting fees (with certain exceptions in individual cases). Preference for e-book format depends primarily on the request from the book's

selector as well as e-book availability. Other factors are a book's anticipated audience and use. During FY2021, these "rules" continued to be relaxed due to the COVID-19 pandemic and an increased focus on obtaining online materials.

Expenditures for e-books in were approximately \$547,977, or 10.7% of total library material expenditures.

The majority of these expenditures were for perpetual-access titles. Of total e-book expenditures, \$68,781 (12.6%) was spent on subscription e-book packages.

Print books: Acquisition method

Of the 2,023 print monograph volumes purchased:

- 95.5% (1,931) were firm orders
- 17.4% (351) were GOBI approval plan
- 0.2% (45) were standing orders

Trends: Print books vs. e-books

In FY2021, we purchased 2,023 volumes of print books, down 22.9% from FY2020. Total expenditures for print monographs were approximately \$107,927, or 2.1% of total library materials expenditures.

By contrast, \$547,977 was spent on e-books (purchased and leased, including EBAs), which was 10.7% of total library materials expenditures, providing access to over 60,000 titles.

According to these figures, of the total number of monographic titles acquired, approximately 3% were print and 97% were electronic.

The average cost-per-title for print books purchased was approximately **\$53** and for e-books purchased was **\$61**. The inclusion of e-book packages 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. By way of comparison: the average cost-per-title for e-books that were *firm ordered individually* was **\$259**.

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 FY2021, we supported the following new open access initiatives:

- *Environmental Humanities*, Duke University Press (through the LYRASIS Open Access Community Investment Pilot Program)
- *Demography*, Duke University Press (through LYRASIS)
- *Combinatorial Theory* (through the LYRASIS Open Access Community Investment Pilot Program)
- Opening the Future Political Science Package, Central European University Press (through LYRASIS)
- SCOAP3 Books (through LYRASIS)
- University of Michigan Press Fund to Mission Transitional Collection 2022-2023 (through LYRASIS)

A list of all OA initiatives supported is available in the statistical supplement to this report. New initiatives for FY2021 are highlighted in green.

In FY2021, the total cost of this support was \$62,987. This represents 1.3% of total materials expenditures.

Library materials budget: Total expenditure breakdowns

Below is a rough breakdown of expenditures in FY2021 by format, continuity, and budget source.

Format

- Online: \$4,929,736 (96.7%)
- Physical: \$130,502 (2.6%)
- Other: \$39,398 (0.8%)

Subscriptions vs. one-time

- Continuing commitments: \$3,750,566 (77.2%)
- One-time purchases: \$1,107,354 (22.8%)

Budget source

- State budget: \$4,807,541 (99.0%)
- URI Foundation funds: \$50,379 (1.0%)

Licenses

Rathemacher worked with Assistant Legal Counsel Peter Harrington in the university's Office of General Counsel to review and approve 7 licenses for online content during 2020/21.

Additional statistics

Detailed statistics on library materials expenditures and acquisitions activities are available in a supplemental file to the Acquisitions Unit Annual Report 2020-2021, available in the Technical Services Reports and Statistics series on DigitalCommons@URI.

Some prices in this statistical spreadsheet are redacted due to license agreements with publishers. Internal URI readers can contact Rathemacher for complete information.