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## Acquisitions Unit Annual Report 2021-2022

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# Acquisitions Unit Annual Report 2021-2022

Andrée J. Rathemacher • Head, Acquisitions

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## Personnel

### Acquisitions Unit staff & faculty

As of the end of FY2022, 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 2021/22, the following students worked for the Acquisitions Unit:

- Sean Gallagher (4 hours/week)
- Betty Hasse (3-3.5 hours/week)
- Ailyn Quiroa (5 hours/week)

The total student budget for Acquisitions was \$7,585, of which \$1,858.84 (24.5%) was spent. Students worked a total of 293.03 hours. This was an increase over FY2021, when no students worked for Acquisition due to staff working from home during the COVID-19 pandemic.

## Work of the Unit

Acquisitions Unit staff are responsible for ordering, receiving, processing, and initiating payment for over \$5.2 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, or by emails to vendors, 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 FY2022, the Acquisitions Unit processed approximately 617 invoices.

### **Binding**

In 2020-2021, an order with HF Group 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. Because Acme Binding in Charlestown, Massachusetts was closed due to the COVID-19 pandemic, 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. They were paid in FY2022 in the amount of \$5,519.52.

### **Monograph weeding / withdrawals**

The Acquisitions Unit handles withdrawals of physical books from the main library, removing the items from Alma and from OCLC and preparing the volumes for disposal. Serials withdrawals are managed primarily by the Circulation and Metadata and Content Management Units, though the Acquisitions Unit

maintains a count of the number of volumes withdrawn and occasionally assists in the withdrawal process.

This year 905 monograph volumes were withdrawn (up 524.1% from FY2021), 12,696 serial volumes were withdrawn (up 11,337.8% from FY2021), and 301 microforms were withdrawn (up 19.9% from FY2021). The large number of bound serial withdrawals were due to the need to make more room on the Lower Level for additional study rooms.

## COVID-19

### Working from home

Starting in July 2021, Stich and Zinser were required to return to working in the office, having worked from home most days for the entirety of 2020-2021. Per the University's Policy on Remote Work, each was granted permission by the Dean of Libraries to work from home one day a week during 2021-2022.

As was the case with other Technical Services faculty members, Rathemacher continued to work from home the majority of the time during 2021-2022, working in the library 1-2 days a week.

## Miscellaneous items of note

### 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. Not only do EBAs make available a huge amount of quality e-book content to our users, they save significant staff time related to book selection, ordering, cataloging, processing/activating, and payment.

In FY2022, we participated in the following EBAs:

- Cambridge: Direct. For 1/1/2022 to 12/31/2022, access to all books on the Cambridge Core platform published from 2015 to present, including new titles as they are published, over 13,000 titles. \$35,535.
- Elsevier: Direct. For 12/31/2021 to 12/30/2022, access to all books on the ScienceDirect platform published from 2013 to 2021. \$49,612.50.

- Oxford: Direct. For 12/11/2021 to 12/31/2022, access to all frontlist and backlist Oxford University Press books on the Oxford Scholarship Online platform, including new titles as they are published, over 20,000 titles. \$60,000.
- Springer: Through NERL. For 9/1/2021 to 8/31/2022, access to e-books with publication years 2020, 2021, and 2022 in seven Springer Nature collections: Behavioral Science and Psychology; Business and Management; Chemistry and Materials Science; Economics and Finance; Education; Intelligent Technologies and Robotics; Mathematics and Statistics. \$45,454.80.
- Taylor & Francis: Through GOBI. For 3/8/2022 to 3/7/2023, access to e-books with publication years 2015-2020 in five subject areas: Psychological Science; Mental Health; Sociology & Social Policy; Education; and Engineering & Technology, over 14,000 titles. \$25,000.
- Wiley: Through GOBI. For 4/8/2022 to 4/7/2023, access to all e-books on the Wiley Online Library platform, with new titles added as they are published, over 22,000 titles. \$35,000.

### **GOBI approval plan**

The GOBI approval slip plan initiated in FY2018 continued in FY2022. This plan provides notifications to Collection Management Officer Burkhardt of books that meet several criteria. Through this plan, in FY2022, we ordered 193 books. Of these, 190 were print titles costing \$8,067.23 (a decrease of 46% over FY2021), and 3 were e-books, costing \$419.99. Books acquired through the approval plan accounted for 8.0% of all books firm-ordered during the year (9.8% of print books firm-ordered and 0.6% of e-books firm-ordered).

### **Strand Bookstore**

In August 2021, after close to 25 years working with the Strand Bookstore in New York, we ended our relationship. We'd put money on deposit, and each month Strand would send us review copies of academic books on approval, priced at a deep discount. Strand had closed during the pandemic, and after operations resumed their supply of university press books had dried up.

### **Automated holdings feeds**

This year we set up automated holdings feeds for Wiley e-journals and e-books in OCLC and Alma. This means that our holdings in OCLC WorldShare and Alma will be maintained automatically, updated on a weekly basis.

### **EZproxy authentication**

On June 22, 2022, EZproxy authentication was switched from LDAP to SSO via Azure. This was necessary due to the decommissioning of LDAP as an authentication method at URI. Rathemacher worked with

Tanya Roberts of ITS and Professor Brian Gallagher to liaise with OCLC regarding the change. With the shift to SSO authentication, the library is no longer able to grant affiliate access to licensed e-resources; campus sponsors of affiliates must follow submit a request for access through URI's Office of Human Resource Administration.

### **Ex Libris Alma/Primo authentication**

On June 28, 2022, authentication for Ex Libris Alma and Primo was switched from LDAP to SSO via Azure. This was necessary due to the decommissioning of LDAP as an authentication method at URI. Rathemacher worked with Tanya Roberts of ITS and Professors Michael Cerbo and Brian Gallagher to liaise with Ex Libris regarding the change.

### **InCommon**

The InCommon Federation provides secure single sign-on access to cloud and local services. In FY2021 URI became a member of InCommon. Many publisher websites allow users to authenticate with InCommon. In April 2022 Rathemacher worked with over 30 publisher platforms to enable "Access through your Institution" authentication via InCommon. While EZproxy is and will remain our primary authentication method for licensed e-resources, setting up access through InCommon provides for a backup authentication method when our users do not use a proxied link.

### **VPN**

In July 2021, the University required that anyone accessing PeopleSoft Financials from off-campus connect via the VPN. Rathemacher, Stich, and Zinser were set up for VPN access from home.

### **Third Iron**

In early FY2022, due to the efforts of Professor Bohyun Kim, the purchase of Third Iron's suite of discovery products was approved. Rathemacher configed LibKey Link, Third Iron's link resolver, to work with the most heavily-used databases (Google, PubMed, Scopus, EBSCO, ProQuest, and OVID).

### **Technical Services procedures wiki**

In spring 2022, Rathemacher converted the Technical Services procedures wiki to the new Google Sites, as required by Google. The new site address is <https://sites.google.com/uri.edu/librarytechserv/>. The wiki is not only used internally, but it is consulted by Alma libraries worldwide.

### **EBSCONET / Alma integration**

In spring 2022, Rathemacher set up the EBSCONET Alma Renewal Integration Service. When annual subscriptions are renewed in EBSCONET, Purchase Order Lines in Alma will be updated via an API. Information updated includes Unit Price, Subscription Start Date, Vendor Reference Number, Renewal Notes, and Cancellation Restrictions. This helps keep Alma up to date without duplication of effort.

### **Library Materials Budget**

The materials budget for FY2022 was \$5,228,419, an increase of 2.28% over FY2021.

URI Foundation funds added an additional \$243,301.23 to FY2022 funds available.

### **Serials / periodicals**

- Online serial expenditures were approximately \$2,868,220 (54.2% of all library materials expenditures).
- Print serial expenditures were approximately \$15,564 (0.3% 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 **131,671** at the end of FY2022. This number includes freely-available journals.

### **Reference databases**

The cost of reference databases in FY2022 was approximately \$871,499, or 16.5% of total library material expenditures.

For a list of reference databases subscribed to in FY2022, see the statistical supplement to this report. New subscriptions for FY2022 are highlighted in green.

### **Primary source products**

Expenditures for online primary source collections in FY2022 were approximately \$402,603, or 7.6% 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). 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. As a result of the COVID-19 pandemic, preference for e-books has increased. Most firm-ordered books are still acquired in print format, however of total books purchased each year, the vast majority are e-books.

Expenditures for e-books in FY2022 were approximately \$786,420, or 14.9% of total library material expenditures.

The majority of these expenditures were for perpetual-access titles. Of total e-book expenditures, \$68,144 (8.7%) was spent on subscription e-book packages.

### **Print books: Acquisition method**

Of the 1,942 print monograph volumes purchased:

- 88.2% (1,713) were firm orders
- 9.8% (190) were GOBI approval plan
- 2.0% (39) were standing orders

### **Trends: Print books vs. e-books**

In FY2022, we purchased 1,942 volumes of print books, down 4.0% from FY2021. Total expenditures for print monographs were approximately \$98,900, or 1.9% of total library materials expenditures.

By contrast, \$786,420 was spent on e-books (purchased and leased, including EBAs), which was 14.9% of total library materials expenditures, providing access to over 71,000 titles.

According to these figures, of the total number of monographic titles acquired, approximately 2.7% were print and 97.3% were electronic.

The average cost-per-title for print books purchased was approximately **\$51** and for e-books purchased was **\$36**. 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 **\$299**.



## **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.

In this context, in FY2022, we supported the following **new** open access initiatives:

- *Algebraic Combinatorics*, Centre Mersenne (through the LYRASIS Open Access Community Investment Program)
- *History of Media Studies*, Mediastudies Press (through the LYRASIS Open Access Community Investment Program)
- *Journal of Librarianship and Scholarly Communication*, Iowa State University Library (through the LYRASIS Open Access Community Investment Program)
- Knowledge Unlatched KU Select 2022: HSS Frontlist Books (through LYRASIS)
- Liverpool University Press Open Planning Package (through LYRASIS)
- MIT Press Direct to Open (through NERL)
- Opening the Future, Liverpool University Press Modern Languages Package (through LYRASIS)
- Punctum Books Supporting Library Membership
- Reveal Digital, Behind the Scenes of the Civil Rights Movement

A list of all OA initiatives supported is available in the statistical supplement to this report. New initiatives for FY2022 are highlighted in green.

In FY2022, the total cost of this support was \$82,939. This represents 1.6% of total materials expenditures.

For more information on these initiatives, see <https://uri.libguides.com/open/support>.

## **Library materials budget: Total expenditure breakdowns**

Below is a rough breakdown of expenditures in FY2022 by format, continuity, and budget source.

### **Format**

- Online: \$5,117,876 (96.8%)
- Physical: \$117,163 (2.2%)
- Other: \$53,310 (1.0%)

### **Subscriptions vs. one-time**

- Continuing commitments: \$3,798,610 (71.9%)
- One-time purchases: \$1,483,206 (28.1%)

#### **Budget source**

- State budget: \$5,257,882 (99.5%)
- URI Foundation funds: \$23,934 (0.5%)

#### **Licenses**

By the beginning of the fiscal year, Office of General Counsel staffing had increased from two to three attorneys and from one to two support staff, enabling the clearing of a backlog that included some library licenses.

In early 2022, OGC implemented a New Matter Onboarding Protocol that requires filling out a form and completing a “Contract Owner Checklist” for each contract to verify that it meets certain criteria before sending it to OGC for review. In many cases, contracts under \$25,000 and renewals, extensions, and amendments may be sent directly to the Provost for signature. The new procedures slow the review process in some cases and speed it in others.

In 2021-2022, Rathemacher worked with Associate General Counsel Peter Harrington and Interim Provost Laura Beauvais to review and approve 21 license agreements.

#### **Additional statistics**

Detailed statistics on library materials expenditures and acquisitions activities are available in a supplemental file to the Acquisitions Unit Annual Report 2021-2022, 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.