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Collection Development & Technical Services Department : Annual Report : 2008 - 2009

Nelson Poynter Memorial Library.

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Collection Development & Technical Services Department
Annual Report FY 2009

Statistics July 1, 2008 to June 30, 2009

Monographs cataloged

Volumes: 3,444
Titles: 3,274

Juvenile books cataloged

Volumes: 194
Titles: 194

Total Books cataloged

Volumes: 3,638
Titles: 3,468

Media cataloged

Volumes: 357
Titles: 340

Total Books & Media cataloged

Volumes: 3,995
Titles: 3,808

Periodicals received: 3,646
Claims placed: 113
Claims received: 89
Periodicals Held: 212,356
Periodicals withdrawn: 10,379

Total Periodicals 201,977

Serials received: 101
Active Serials Titles: 119

Microfiche

New titles: 0
Volumes added: 0
Total volumes: 10,603
Fiche added: 0
Total Fiche: 199,397

ERIC microfiche withdrawn: 15,817
Total ERIC microfiche: 553,783

Sets microfiche: 138,606

Total Fiche 891,786

Microfilm

New titles:	0	
Total volumes:	7,307	
Volumes added:	0	
Film Held:	11,310	
Film added:	53	
Total Film:		11,363
Total Microform:		903,641

Monographs

Titles Held	217,230	
Titles Added	3,468	
Titles Withdrawn	977	
Total Titles		219,721
Volumes Held	241,055	
Volumes Added	3,638	
Volumes Withdrawn	2,379	
Total Volumes		242,314

Staffing

Among organizational changes, the retirement of David Cipris, the Manager of Library Operations was significant, requiring extensive job shadowing and in-house and formal training of staff throughout the year. Fortunately, Allison Etzel, a very capable library science graduate student intern that had accepted a library specialist position in the department, accepted the managerial position. However, this leaves the position she vacated, as fiscal assistant, unfilled. Anne Killenberg, the departmental serials specialist, was promoted to Library Specialist. Tomeka Oliver, a former FWSP student assistant, graduated and continued to work as a 20 hour OPS library assistant through Spring 2009. As Ms. Oliver was able to copy catalog and perform many functions of both the fiscal and the monographic assistant position, problems associated with understaffing were minimized. The department remains dependent on FWSP students and SLIS interns for staffing.

Staff Training

In-house training was scheduled weekly throughout the year, and all in-house training materials and written procedures and documentation were revised.

Among TBLC and SOLINET/Lyris classes attended by departmental staff during the year:

- Using Batch Processing in Connexion Client (Live Online) Lyris
- MARC 21 TBLC
- Learning LC Classification (2 days) TBLC
- LCSH II TBLC
- Just For Copy Cats (2 Days) TBLC
- AACR AND MARC for Video-recordings (2 Days) TBLC
- AACR & MARC for Sound Recordings (2 Days) TBLC
- OCLC Connexion Client Copy Cataloging Skills (Live Online) Lyris
- FRBR Introduction and Overview (Live Online) Lyris
- Book Blitz II (2 Days) TBLC
- Book Blitz III: More AACR & MARC, some FRBR, & a touch of RDA (2 Days) TBLC
- Analyzing Library Collection Use with Excel TBLC

In addition, all attended one half day of meetings and training provided by FCLA at the USF Tampa campus to introduce the ALEPH version 19 upgrade.

Acquisitions

Due to budget cuts, fewer new books were acquired, although gift books continue to be evaluated and added. A separate workflow for acquiring new books duplicated by any other USF library has allowed us to decrease the rate of duplicate titles when possible. The McNaughton program underwritten by SAPL continues to be leveraged to receive maximum advantage, with books of lasting value purchased, while recreational books are frequently rotated and replaced by gifts.

Weeding

For many years it was the policy of the Nelson Poynter Memorial Library not to deselect or weed books, with the exception of damaged books. A large scale weeding project in the reference department required the withdrawal and relocation of numerous volumes, freeing space for the relocation of media from the second to the first floor. In addition, over 10,000 JSTOR print issues were deselected, and over 15,000 ERIC microfiche pieces were withdrawn. Genre fiction and recreational titles without literary merit were weeded from the general collection. In all cases this required tracking and revision of holdings records in the library management system and OCLC.