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Technical Services and Collection Development Department : Annual Report : 2013 - 2014

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Technical Services and Collection Development Department
Annual Report
July 1, 2013 – June 30, 2014

University of South Florida St. Petersburg

Compiled by Patricia Pettijohn and Kaya van Beynen with input from Carol Hixson

2014



Statistical Snapshot:

	2013/14	2012/13	2011/12	2010/11	2009/10	5 year Change
Monograph Titles Cataloged	1,962	2,148	4,005	3,278	6,979	-57%
Juvenile Titles Cataloged	249	245	194	135	139	40%
Media Titles Cataloged	348	497	340	552	531	-17.5%
Total Books & Media cataloged	2,559	2,890	4,543	3,965	7,649	-34.50%
Periodicals Received	2,373	2,669	2,757	2,832	3,156	-35%
Periodicals Withdrawn	2,358	11,006	13,366	5,749	3,426	70%
Total Periodicals	194,157	194,142	202,479	202,436	205,353	-5%
Active Serials Titles	120	120	119	133	133	-5%
Total Microfiche (by piece)	2,045	2,045	705,127	724,709	737,363	-99.7%
Total Microfilm (rolls)	7,118	7,118	10,396	11,386	11,386	-41%
Total Microform	9,163	9,163	715,523	736,095	748,749	-184.70%
Books Titles Added	2,211	2,733	4,203	3,413	7,118	-25%
Books Titles Withdrawn	3,888	15,278	14,082	4,539	1,411	175%
Books: Total Titles	199,861	201,538	214,423	224,302	225,428	-12%

Departmental Overview:

Collection Development & Technical Service (CD&TS) is responsible for the acquisition, cataloging, preservation, physical processing and management of library materials in all physical formats, manages the materials budget, and provides annual statistics that describe technical activities and physical collections. The department provides analysis of the overall strengths and weaknesses of the collections, and collaborates with librarian liaisons to provide discipline and subject-specific reports, and to identify material for deselection, renewal, and preservation. The Head of Collection Development &

Technical Services coordinates the library liaison program, and selects materials in all subject areas as required. The department works with book donors and gift materials.

The department experienced substantial change during the 2013/14 academic year. Two employees of long standing resigned in August at the start of the 2013/14 fiscal year. The position of Manager of Library Operations, vacant for 6 months, was filled in late January 2014 by Marcela Estevez. The position of Serials Coordinator remained vacant for the entire 2013/2014 fiscal year. In addition, both experienced student assistants graduated in May 2014, leaving these positions vacant, with new student assistants requiring considerable training.

Significant Departmental Accomplishments:

Collection Development

The collection continues to be reshaped by strategic deselection and relocation of print materials, in conjunction with continuing remodeling of library spaces. Large-scale weeding projects begun in the 2012-2013 fiscal year were either completed or substantially moved forward in 2013-2014. Major changes included the relocation of the juvenile collection, including judicious trimming of dated and incomplete materials, and the elimination of the juvenile reference collection. In addition, microfilm and microfiche continue to be withdrawn, in some cases retrospectively, as were tens of thousands of print journal issues.

Titles that USFSP acquired in microfilm were originally intended as archival copies of core journals, many of which are now available in JSTOR, Project Muse or other databases offering perpetual digital access. Thus, microform had become redundant, and the large metal microform cases occupied valuable space on the first floor. Many ERIC files are now open access, while others are available through interlibrary loan. Microform of local and regional newspapers, and titles not digitally available, were moved to the third floor.

As a result of the loss of staff in August 2013, and the need to train new student assistants, liaisons were asked to moderate weeding activities in August 2013, but once new student assistants had been trained in fall 2013, weeding activities resumed.

Titles Added	2,211
Titles Withdrawn	3,888
Total Titles Held 6/30/2014	199,861
Volumes Added	2,254
Volumes Withdrawn	3,979
Total Volumes Held 6/30/2014	219,752

Media Collection

- Liaisons and department staff worked on a major weeding and upgrading of the library Media Collection. Media materials were analyzed to identify outdated formats, such as VHS and cassette tapes, with librarian liaisons identifying core media titles. Many non-academic and VHS format videos were removed from the collection.

- Important videos in VHS format were systematically searched to ascertain whether DVD or streaming formats were available for purchase into the Poynter Library collections. Core academic films in many cases are expensive and sometimes are difficult or impossible to replace with DVDs or streaming content.

Juvenile Collections

- Relocating the Juvenile collections was a major project of the 2013/2014 year. The first phase of this project involved identifying titles for deselection from the Instructional Materials, Easy Reading, Non-Fiction, and Young Adult Fiction Collections. Although some juvenile titles were identified and withdrawn in spring 2013, over 2,000 juvenile titles were withdrawn in the 2013-2014 fiscal year.

Circulating Collection

- Weeding was completed in the A, GR-GV, L, R, S, T classes, and substantive deselection was done in the H, J, K and E ranges. The circulating collection was checked for duplication, with almost all second copies removed. Numerous circulation reports were produced to help guide liaisons in weeding by identifying low-use, and in some cases, null-use, items. Outdated and revised editions were removed, as were print materials available online. The steady and substantial progress of this deselection project is represented in the number of items withdrawn from the library's general circulating collection; in 2013/14, 3,888 titles were withdrawn, while in 2012/13 almost 15,000 titles were deselected from the general circulating collection.

Periodical Collections

- Newspapers and oversized journals were culled, and relocated. The browsing journal section was relocated, and reduced in size. Working with librarian Deb Henry, and an Access Services student assistant, print journals that were available electronically were deselected from the Marine Sciences collection and sent to USF Tampa or to campus recycling.

Periodicals Held (6/30/13)	194,142
Periodicals received	2,373
Periodicals withdrawn	2,358
Total Periodicals Held 6/30/2014	194,130
Claims placed	54
Claims received	8
Serials received	113
Active Serials Titles	120

Microfiche and Microfilm Collections

Total Fiche without ERIC (6/30/2013)	2,045
Fiche added	0
Fiche Withdrawn	0
Total Fiche without ERIC (6/30/2014)	2,045
Total ERIC microfiche (6/30/2013)	0
ERIC microfiche withdrawn	0
Total ERIC microfiche	0
Total Microfiche	2,045

Total Film by roll (6/30/2013)	7,118
Film added/withdrawn	0
Total Film by roll (6/30/2014)	7,118
Total Microfilm Volumes	7,307
Total Microform (6/30/2014)	9,163

Notable Donations

- The CD&TS department received and vetted a donation of 146 Education books on assessment, leadership and qualitative research methods. Current and non-duplicate books were added to the circulating collection.
- Due to limits on staff time and shelf space, guidelines on the acceptance of gift materials were created that now require donors to submit lists of materials before donation.

Technical Services

The Technical Services unit focuses on acquiring content and making it available to patrons quickly. To achieve efficient purchasing and accurate cataloging of acquisitions, the staff orders and receives materials, processes and catalogs items, and pays invoices in compliance with USFSP and USF System policies. Staff manage the checking in and claiming of periodicals and serials in all formats. Cataloging of materials utilizes Library of Congress classification for all items except juvenile books, which are classed using Dewey decimal system.

Monographs cataloged: Volumes	2,005
Monographs cataloged: Titles	1,962
Juvenile books cataloged: Volumes	249
Juvenile books cataloged: Titles	249
Media cataloged: Volumes	373
Media cataloged: Titles	348
Total Cataloged: Volumes	2,627
Total Cataloged: Titles	2,559
Total Book Titles Held (6/30/2013)	201,538

Departmental and Library Policies

- The *Gifts of Library Materials Guideline* was revised and approved by the Library Leadership Team. (see: <http://hdl.handle.net/10806/10208>)
- The *Test Collection Guideline* was revised and approved by the Library Leadership Team. (see: <http://hdl.handle.net/10806/10023>)

Library Displays

- Librarian Patricia Pettijohn created a library book and media display in celebration of Gay Pride in June 2014

Library Liaison Program

- The Librarian Liaisons had monthly meetings during the fall and spring semesters to discuss revisions to the subject liaisons and to coordinate the collection development and weeding projects.
- With the hiring of new librarian Tony Stamatoplos, the library liaison program was revisited in terms of subject assignment. Based on his past expertise as a subject liaison at Indiana University-Purdue University Indianapolis and his M.A. in Anthropology, he was assigned responsibility for the Anthropology and Criminology Departments.
- USFSP continued to expand its academic offerings in the STEM fields by creating new undergraduate program in Mathematics and Physics. Based on her expertise as the science librarian and her M.Sc. In Marine Science, Librarian Deb Henry was assigned as subject liaison to these programs.
- The Nelson Poynter Memorial Library webpage for the CD&TS department was edited to represent these changes to the library liaison program.

Collection Assessments Technical Reports

National Council for Accreditation of Teacher Education (NCATE) Accreditation Review

- A collection assessment of the Library Resources and Services in support of the College of Education programs for their NCATE Accreditation Review was produced in January 2014. (see: <http://hdl.handle.net/10806/9101>)

New Masters of Accounting Graduate Program

- A collection assessment of library accounting resources was conducted in support of a new Masters of Accounting program in the Kate Tiedemann College of Business. (see: <http://dspace.nelson.usf.edu/xmlui/handle/10806/12757>)

New Minor in Physics

- A collection assessment of library physics books and databases was conducted in support of a new Minor in Physics in the College of Arts & Sciences (see: <http://hdl.handle.net/10806/9140>)

Significant Personnel Accomplishments:

Service:

Patricia Pettijohn :

Library Service:

- Library Faculty Council, Chair
- Poynter Library Liaisons Team, Chair
- Poynter Library Leadership Team, member

University Service:

- USF System Faculty Council, member
- Chancellor's Advisory Council on Diversity and Inclusive Community, University of South Florida St. Petersburg

Professional Development:

The Department continues to respond to substantive changes in cataloging practices, integrated library system features, and system and state-wide initiatives. All require constant procedure review, operation modification and staff training. During the past year, the department has demonstrated flexibility and

openness to change by assuming adjusting to re-assignments of duties and adopting new approaches to ensure that core functions are performed in a timely manner.

Patricia Pettijohn:

- Using Federal Contracts to Enhance School & Campus Security, July 17, 2013
- Florida Digital Newspaper Library: Ethnic Newspapers Database, SEFLIN, September 12, 2013
- Fair Use for Educators: Creative Commons Licenses and Media Labeled for Reuse, NEFLIN, December 10, 2013
- Using RDA for Serials Cataloging, Lyrisis, March 6, 2014
- How Practicing Professionals Can Get Hands-On Experience in Digital Curation, LYRASIS Town Hall at Georgia Tech Global Learning Center, June 24, 2014

Marcela Estevez:

TBLC Webinars

- Introducing RDA 1: Structure, Principles and Core Elements
- Introducing RDA 2: Resource Description
- Introducing RDA 3: Access Points in Bibliographic Records
- Understanding FRBR for RDA and Beyond
- RDA/MARC for Copy Cats, Part 1, Matching (Books)
- RDA/MARC for Copy Cats, Part 2, Matching (Books) Online
- RDA/MARC for Copy Cats, Part 3, Editing (Books)

SWFLN Webinars

- Linked Data: What is it and How Does it Relate to RDA?
- MARC, BIBFRAME, and their Relationships with RDA
- Intermediate Collection Development: Assessment, Policy and Budgets

USF Training

- Purchasing Hands On Requisition
- Financial Systems Introduction
- Financial Systems Intermediate
- Finance Mart Reporting
- General Ledger
- PCard Holder Training
- PCard Reconciliation
- Overview of FWS & Student Employees

Future Challenges:

The Collection Development and Technical Services Department has faced major challenges in the past five years. Decreases in staffing and funding for materials have coincided with dramatic changes in the ways research materials and library content are acquired, licensed, accessed and stored. At the same time, the University of South Florida St. Petersburg has developed as a separately accredited institution, experiencing annual increases in numbers of academic programs and student and faculty FTE. As new courses and programs require library resources, collections are constantly assessed and developed to support new areas of research and teaching.

Online Resources

- The library is committed to support student and faculty learning and research, including a growing commitment to distance learning. Digital content is the preferred format for many library resources formerly acquired in print, and these resources are increasingly accessed through USF system or statewide bundled packages, to which USFSP contributes a share based on student FTE and weighted academic programs. As a result, USFSP students and faculty have access to a vast variety of databases, journals and research content online. The USFSP library faces both challenges and opportunities as we reshape collections, both to leverage online resources, and to enhance and develop collections uniquely suited to the USFSP community.

Deselection and Relocation of Library Materials and Collections

- As the library is adapting to new student learning patterns, the library's circulating collections have undergone significant changes to reflect and support these new needs. As such, the CD&TS department has had to devote increased staff time to projects involving deselection and relocating materials and collections. For CD&TS this has essentially two components: the technical services aspect, requiring inventory control, data entry, and physical processing, including shipping; and the collection development aspect, involving provision of reports to liaisons, development of weeding guidelines, oversight of weeding assignments, and weeding in areas uncovered by other liaisons.

Next Generation Integrated Library System (ILS)

- The move towards a shared statewide bibliographic catalog has required frequent changes in library technical services workflows, as well as requiring constant training and updating of procedures. The shared bibliographic environment has much potential for streamlining procedures of all kinds, and has already resulted in workflows almost entirely concentrated on the addition of USFSP holdings to existing bibliographic records.

Problematic Integration between Budgetary, Library, and Learning Systems

- Increasingly complicated processes required by USFSP and State fiscal policies have increased reliance on the FAST system for budget control, a system with no crosswalk to the acquisitions module of ALEPH, the LMS. This has placed an increasing burden on the Dean's Executive Administrative Specialist, who is responsible for oversight and reconciliation of library purchasing in FAST. Various approaches to relieve these issues are being explored.

Collection Assessments

- Demand for collection assessments to support new course and programs, as well as regional and programmatic accreditation has increased. These requests are often made very close to the deadline and require a quick turnaround. Assessments are completed both with and without liaison collaboration. While the Library works diligently to assist the Colleges in these efforts, the lack of adequate notice from the Colleges and academic departments for collection assessments places a burden on the department and the librarian liaisons. The Dean has addressed this issue with the Colleges numerous times, with little impact.

Future Directions:

With a new Operations Manager, the department plans to continue to eliminate double keying and duplication of effort in all workflows, creating new documentation for training and procedures as required. Working with the Dean's Executive Administrative Specialist, and either--or both--the USF library system and/ or the FCLA/FLVC staff, we plan to develop crosswalks between FAST and ALEPH, or alternative acquisitions processes that are more transparent in FAST, yet do not require additional keying, downloading or processing. The goal is to require less oversight and management of day-to-day processes by the Head, Collection and Technical Services. Eventually, the role of collection assessment and development may be better served by a move towards strategic autonomy from the acquisition and cataloging of library materials.

As the print collection is continuously refined, and periodicals and serials are transitioned to online access, the department plans to assess the condition of remaining materials for preservation. The Nelson Poynter Library collections have developed over many years to create areas of strength, including the history of Florida, regional history, the history of the South and civil rights, journalism and media studies, Marine Sciences, and natural history. In the future, enhancing areas of collection strength, and developing collections to support new programs and expanding enrollment, will increase in importance. With shelf space limited, and campus growth anticipated, more weeding than adding of print, an optimal sized collection with a no-growth pattern is probable.