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# Systems and Digital Technology : Annual Report : 2015 - 2016

Nelson Poynter Memorial Library.

Berrie Watson

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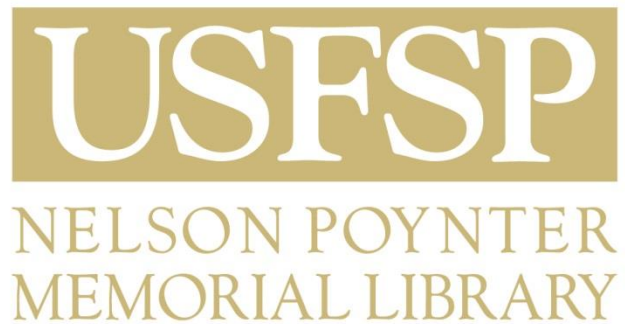
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**Collection Development and Technical Services Department**  
**Annual Report**  
**July 1, 2015 – June 30, 2016**

University of South Florida St. Petersburg

*Compiled by Patricia Pettijohn*

2016



**Statistical Snapshot:**

	2015/16	2014/15	2013/14	2012/13	2011/12	5 year Change
<b>Monograph Titles Cataloged</b>	1,631	2,121	1,962	2,148	4,005	-57%
<b>Juvenile Titles Cataloged</b>	382	168	249	245	194	40%
<b>Media Titles Cataloged</b>	71	653	348	497	340	-17.5%
<b>Total Books &amp; Media cataloged</b>	2,084	2,942	2,559	2,890	4,543	-34.50%
<b>Periodicals Received</b>	2,881	2,629	2,373	2,669	2,757	5.98%
<b>Periodicals Withdrawn</b>	1,844	9,022	2,358	11,006	13,366	70%
<b>Total Periodicals</b>	188,761	187,764	194,157	194,142	202,479	-5%
<b>Active Serials Titles</b>	185	112	120	120	119	55 %
<b>Total Microfiche (by piece)</b>	2,045	2,045	2,045	2,045	705,127	-99.7%
<b>Total Microfilm (rolls)</b>	7,118	7,118	7,118	7,118	10,396	-41%
<b>Total Microform</b>	9,163	9,163	9,163	9,163	715,523	-184.70%
<b>Books Titles Added</b>	1,743	2,289	2,211	2,733	4,203	-25%
<b>Books Titles Withdrawn</b>	519	3,011	3,888	15,278	14,082	175%
<b>Books: Total Titles</b>	200,633	199,139	199,861	201,538	214,423	-11%

**Departmental Overview:**

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

renewal, and preservation. The department receives, assesses and communicates with book donors about gift materials.

The position of Manager of Library Operations was filled at the end of January 2016, with training in use of ALEPH, FAST and other local functions ongoing. The hiring of Christine Dunleavy, with considerable experience in all facets of technical services, including serials, cataloging and acquisitions, immediately enabled the department to aggressively acquire materials to meet our budgetary goals. The Acquisitions Schedule assumes that by February 1<sup>st</sup>, 80-90% of our book funds will be expended or encumbered, while we were at 50% by that date. What this means is that while our statistics show that we cataloged fewer books in 2015-16, we acquired about the same number as in previous years. When the fiscal year closed on June 30<sup>th</sup>, 2016, we had a 'backlog' of 540 volumes, received, paid, and awaiting cataloging.

Our Serials Specialist Natalie Polson did a commendable job temporarily covering many facets of the Manager's position, and we have mutually agreed that she will continue to hold the departmental Pcard, and manage our credit card acquisitions. In addition to her serials work, Ms. Polson continues to pay invoices, receive and catalog media, and supervise FWS students. At the end of Spring 2016, one of our student assistants received summer funding, and one of our student positions was only partially funded in Fall 2016.

**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. Analysis and deselection of material that is superseded, outdated, or available electronically continues, with the goal of no growth of the physical collection despite adding new materials. This year fewer periodicals and books were weeded than in past years, in part because of insufficient staffing, but also as a result of the completion of an aggressive weeding program over the past five years. In 2015-2016 some of our ongoing problems with duplication of USF system electronic book purchases have been resolved, and we will continue to move towards our stated preference for electronic media in most areas. In addition to the ongoing weeding of print books, the recent addition of streaming media collections to the USF system will allow us to target outmoded formats that we had retained due to demand for specific titles and content.

Acquisition of juvenile titles has more than doubled in the past year, and has increased about 40% over five years. Many of these titles are firm orders, not approval plan purchases, and were selected to enhance and support the multicultural children's books in the juvenile collection. Media acquisitions, on the other hand, have dramatically decreased, due to the introduction of Kanopy and the transition to streaming media platforms in academic environments.

<b>Total Print Book Titles Held 6/30/2015</b>	199,139
Titles Added (without media)	2,013
Titles Withdrawn	519
<b>Total Book Titles Held 6/30/2016</b>	<b>200,633</b>
<b>Total Media Titles Held 6/30/2015</b>	<b>7,305</b>
Titles Added	71

Titles Withdrawn	1
<b>Total Media Titles Held 6/30/2016</b>	<b>7,375</b>
<b>Total Books &amp; Media Titles Held 6/30/2016</b>	<b>208,008</b>

### Preservation Activities

Although the Department no longer has staff trained in book preservation, Natalie Polson has both interest and talent in this area, and this year was her first completing minor book repairs in-house, learning to assess books for potential binding, and preparing and communicating with the bindery. A total of 29 books were repaired and 25 were sent to the bindery. We have a small backlog of books that have been assessed and await replacement, repair or rebinding, and this is an area we hope to clear in 2016-17.

### Periodical Collections

- Newspapers and oversized journals were culled. Print journals available electronically were deselected through analysis of JSTOR, Oxford, Project Muse and other large journal packages with stable online content.
- Retention policies were examined and revised.
- Correction of bibliographic records and revisions of orders were completed this year so that all active orders for serials, standing orders and monographic series were treated in Aleph as serials. This means that the number of active serial orders increased quite a bit, from 112 active serial orders in 2014-15 to 185 active serial orders in 2015-16. This does not represent an additional 73 titles, but the correction records by the addition of 73 orders.

Periodicals Held (6/30/15)	187,764
Periodicals received	2,881
Periodicals withdrawn	1,844
<b>Total Periodicals Held 6/30/2015</b>	<b>188,801</b>
Claims placed	69
Claims received	15
Serials received	59

### Deselection Activities

#### Circulating Collection

- Weeding was completed in the BS, CC, DT, HD, KF, J, and P, PA, PD, PE subclasses, while targeted deselection was completed in the PR and PS ranges.
- Shelf lists and circulation reports were provided to guide deselection.

#### Library Liaison Program

- The Librarian Liaisons met in Spring and Fall semesters to discuss revisions to the subject liaisons assignments, and to coordinate collection development and weeding projects. Some programmatic assignments were exchanged.

## **Collection Assessments**

- Interdisciplinary Social Science (ISS) Collection Assessment completed for programmatic review of the Interdisciplinary Social Science (ISS) program, December 2015
- Conservation Biology Collection Assessment completed for new Conservation Biology Program, March 2016

## **Significant Personnel Accomplishments:**

### **Service:**

Patricia Pettijohn:

#### Library Service:

- Library Diversity Committee, member
- Library Faculty Council, member
- Library Space Committee, member
- Poynter Library Liaisons Team, Chair
- Poynter Library Leadership Team, member

#### University Service:

- Chancellor's Advisory Council on Diversity and Inclusive Community, University of South Florida St. Petersburg, Co-Chair
- Graduate Council, member
- Title IX Team, member

Christine Dunleavy:

#### Library Service:

- Poynter Library Leadership Team, member

#### University Service:

- FALSC TSSC. Florida Academic Library Services Cooperative. Technical Services Standing Committee. Monthly meetings. January 2016-present
- FALSC ILS implementation Cataloging/Authorities working group. Weekly meetings April 2016-present
- University of South Florida. ILS implementation Planning Committee. Semi-monthly meetings. June 2016-present

#### Emerging standards incorporated:

- OCLC WorldShare Collection Manager (for MARC record delivery). March 2016
- FAST subject headings (in anticipated support of linked data). March 2016 (early adoption)
- MarcEdit to replicate reports no longer available from OCLC

Natalie Polson:

#### Library Service:

- Library Diversity Committee, member
- Library Exhibits Committee, member

#### University Service:

- FALSC ILS Serials working group. Weekly meetings April 2016-present

### **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 adjusting to re-assignments of duties and adopting new approaches to ensure that core functions are performed in a timely manner.

Christine Dunleavy:

Self-paced learning through collaboration, online tutorials, and FALSC webinars:

Electronic book cataloging, OCLC WorldShare Collection Manager, Powerpoint, Yankee Book Peddler GobiExpress, ExLibris Aleph (acquisitions & cataloging, GenLoad) Dropbox, Wikis, BlackBoard Collaborate, Canvas online educational, BIB framework, FAST subject headings, semantic web linked data, Resource Description Access (RDA) standards, Dewey classification, file migration tools.

Specialized Coursework:

Resource description Access (RDA) training March 2016  
FALSC ILS implementation Cataloging/Authorities working group training, Spring 2016

Education:

University of South Florida School of Information Studies. Master of Arts in Library and Information Science 2016-present  
LIS 5268. Microcomputer applications in library and information science centers. Summer 2016  
LIS 6711. Online Curation. Summer 2016

Natalie Polson:

Self-paced learning through collaboration, online tutorials, and FALSC webinars:

ExLibris Aleph (serials, acquisitions & cataloging, GenLoad, Dewey classification, cuttering, BIB framework, FAST subject headings, Resource Description Access (RDA) standards, Training for new ILS.

Specialized Coursework:

PCard Reconciliation  
FAST  
FinanceMart  
Annual FWS federal work study student supervision training

### **Future Challenges:**

The Collection Development and Technical Services Department has overcome numerous challenges in the past year, in part as a result of unfilled positions. Since our staffing levels have recovered, beginning in 2016, our ability to take on new projects, and to cope with existing mandated changes has improved. In the next year we will be acquiring and tracking textbook purchases as part of the USFSP Library Student Textbooks Project, with a goal of better understanding the budgetary requirements, circulation

and usage patterns and feasibility of supplying textbooks for general education courses. At the same time, we are increasingly moving to electronic book purchases. Better communication and collaboration with the USF System electronic book PDA and DDA programs will hopefully allow us to decrease duplication.

In the future, USFSP plans to add substantive new programs, majors and minors, as well as students. As new courses and programs require library resources, collections must be constantly assessed and developed to support new areas of research and teaching.

#### 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. While the past year saw decreases in deselection and relocation of print, we plan to embark on a new round of periodical deselection in the coming year, and major weeding projects based on outdated formats in our media collection. In addition, the Education liaison plans another assessment of the instructional media collection.

#### Next Generation Integrated Library System (ILS)

- The shared statewide bibliographic catalog will migrate to a new system in July 2017. To accomplish the work required to test, document and train for the system will require a series of statewide meetings and collaborative training sessions. This depends on the work of the FSLC TSSC working groups, meeting weekly by conference call, and through a shared email listserv, to plan and develop processes and procedures, test systems and revise protocols. Both Christine and Natalie are directly involved in these activities and workgroups, while Patricia monitors statewide technical services groups, listservs and planned activities.
- Preparing for the new ILS will be a large part of our department's training and assignments for the coming year. Once we are operating in the new system, we hope to develop improved statistical tracking of collection holdings and usage.

#### **Future Directions:**

The department has improved work flows, and reassigned work so that the technical services unit is less reliant on the librarian faculty member, allowing the department head to move towards greater involvement in collection development and assessments. In support of the USFSP 20/20 strategic plan that envisions more students, more courses and programs, and a greater reliance on the shared resources of the USF system, the materials budget will be challenged to meet the needs of new projects, such as the Student Textbook Project, as well as responding to constant and predictable inflation in the costs of materials.