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# Collection Development and & Technical Services Department Annual Report : July 1, 2017 – June 30, 2018

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Nelson Poynter Memorial Library

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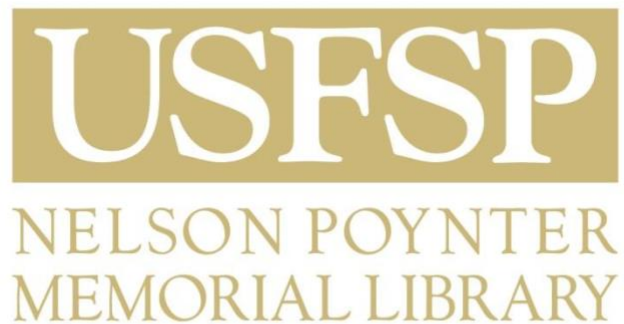
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**Collection Development and & Technical Services Department  
Annual Report  
July 1, 2017 – June 30, 2018**

University of South Florida St. Petersburg

*Compiled by Patricia Pettijohn*

2018



**Statistical Snapshot:**

	2017/18	2016/17	2015/16	2014/15	2013/14	5 year Change
<b>Monograph Titles Cataloged</b>	2,029	2,811	1,631	2,121	1,962	3.41%
<b>Electronic Books Cataloged*</b> <b>*Included w monographs</b>	309	290				
<b>Juvenile Titles Cataloged</b>	199	305	382	168	249	-20.08%
<b>Media Titles Cataloged</b>	36	38	71	653	348	-89.65%
<b>Total Books &amp; Media cataloged</b>	2,264	3,154	2,084	2,942	2,559	11.5%
<b>Periodicals Received</b>	2,455	2,851	2,881	2,629	2,373	3.45%
<b>Periodicals Withdrawn</b>	26,162	2,350	1,844	9,022	2,358	1009.49%
<b>Total Periodicals</b>	165,605	189,312	188,761	187,764	194,157	-17.24%
<b>Active Serials Titles</b>	185	185	112	120	120	54%
<b>Total Microfiche (by piece)</b>	2,045	2,045	2,045	2,045	2,045	0%
<b>Total Microfilm (rolls)</b>	7,118	7,118	7,118	7,118	7,118	0%
<b>Total Microform</b>	9,163	9,1663	9,163	9,163	9,163	0%
<b>Books Titles Added</b>	2,029	3,116	1,743	2,289	2,211	-8.23%
<b>Books Titles Withdrawn</b>	419	519	3,011	3,888	15,278	-97%
<b>Books: Total Titles</b>	203,330	200,633	199,139	199,861	201,538	0.89%

**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.

**Significant Departmental Accomplishments:**

**Collection Development**

The Textbook Affordability Project continues to challenge TS, as book orders are submitted relatively late: close to, or after, the beginning of a new semester; many must be ordered from Amazon or third party vendors, have multiple ISBNs and formats, and multiple superseding editions. When ordered through our regular vendor, YBP, we are able to embed course metadata in the order itself, so that little manipulation of the record is required, as the record is created electronically. Metadata identifying textbooks and their associated courses is entered when ordered, and refined when batch loaded, allowing the titles to be tracked. Another challenge is the ongoing acceptance of gift textbooks as part of the Pay It Forward program, where students are encouraged to donate their used textbooks to the library. Unfortunately, these come at the end of the semester in which they are needed, and may or may not be used in subsequent semesters. The volume of Gift library materials has increased dramatically, both as a result of the textbook program, and due to an increase in faculty donations. Gift textbooks require pre-searching by students, of not only our library holdings, but multiple textbook spreadsheets, and in many cases we are still unable to evaluate their potential future use.

Whenever possible, electronic books are preferred to print for the Textbook Project. In addition to acquiring new books, the library endeavors to identify books already held in print or electronic formats, for relocation to reserves. Textbooks are purchased for all general education and exit courses, identified by the Head of Collection Development; textbooks for individual classes are identified by library liaisons.

We continue to work with the USF library system to decrease duplication of USF system electronic book purchases, and we continue to move forward in our transition to digital formats. While the acquisition and processing of electronic books has improved, we continue to experience problems tracking faculty requested electronic textbooks. We work with our faculty, and with the USF System, to provide access to requested streaming media, and although we acquire both films and books in digital formats, we encourage our faculty and librarian liaisons to utilize the shared electronic media resources, and to request e-books through the TAP program.

Acquisition of juvenile titles has slightly decreased this year, down about 20% over five years, compared to the previous years when we were building the multicultural juvenile collection. As we work to provide duplicate copies for larger classes, increased juvenile acquisitions is expected in 2018-2019.

<b>Total Print Book Titles Held 6/30/2017</b>	<b>200,633</b>
Titles Added (without media)	2029
Titles Withdrawn	419
<b>Total Book Titles Held 6/30/2018</b>	<b>203,330</b>
<b>Total Media Titles Held 6/30/2017</b>	<b>7,038</b>
Titles Added	36
Titles Withdrawn	834
<b>Total Media Titles Held 6/30/2018</b>	<b>6,240</b>

<b>Total Books &amp; Media Titles Held 6/30/2017</b>	<b>210,368</b>
<b>Total Books &amp; Media Titles Held 6/30/2018</b>	<b>206,873</b>

### Preservation Activities

Natalie Polson has continued to develop her skills in minor book repairs, although the number of repairs continues to decline as we increasingly replace damaged materials with electronic books when possible. A total of 20 books were repaired in-house, none were sent to the bindery. We anticipate a larger bindery requirement for 2018/19.

### Periodical Collections

- Newspapers and oversized journals were routinely culled, and retention policies were applied and maintained.
- A planned major journal deselection project resulted in substantive decreases in periodical holdings, with a number of shelving units removed from the first floor, freeing space for student use. Since our retention policies have essentially achieved null growth, another round of identifying and weeding journals available electronically through analysis of JSTOR, Oxford, Project Muse and other large journal packages with stable online content resulted in the removal of 26,162 issues, the largest number of journals we have deselected in a single year.

Periodicals Held (6/30/17)	<b>189,312</b>
Periodicals received	2455
Periodicals withdrawn	26,162
<b>Total Periodicals Held 6/30/2018</b>	<b>165,605</b>
Claims placed	120
Claims received	32
Serials received	58

### Book and Media Deselection Activities

#### Circulating Collection

- Analysis and deselection of material that is superseded, outdated, or available electronically continues. This year fewer books were weeded than in past years, but the numbers of periodicals weeded was the largest in our history. Media deselection was also substantive, and resulted in a decrease in total bibliographic titles (books and media) despite a slight increase in books held. This is primarily a result of deselection of outdated VHS formats.
- Fewer monographs were weeded in the past year, largely due to changes in liaison assignments, and the temporary reassignment of existing and new disciplines to liaisons, as well as the work done by liaisons on the textbook project, resulting in increased collection development work for the liaisons, and decreased attention paid to routine weeding. This combined with an increase in competing demands for the time of our student assistants, especially for gift book and textbook pre-searching and processing.
- Weeding and relocation was completed in the BS, PR, and PS subclasses, while targeted deselection continues in the N range.
- Assessment for deselection is now routine for all books pulled by access services for condition issues; as well as for older editions of all newly acquired books.

- Shelf lists and circulation reports were provided to guide deselection.
- Recreational reading collection was downsized and older popular materials were relocated to the circulating collection or weeded.

### **Library Liaison Program**

- Librarian Liaisons were assigned new subject areas and departmental affiliations in response to new programs, hires and retirements.

### **Collection Assessments**

*Collection Assessment, Sustainability Studies, Nelson Poynter Memorial Library, University of South Florida, October 2017, prepared by Patricia Pettijohn*

*Library Assessment: Computational & Applied Mathematics, August 2017, Nelson Poynter Memorial Library, University of South Florida St. Petersburg, Prepared by Patricia Pettijohn*

### **Significant Personnel Accomplishments:**

#### **Service & Professional Development Activities:**

#### **Patricia Pettijohn:**

##### Library Service:

- Library Diversity Committee, member; Chair
- Library Faculty Council, Chair
- Library Space Committee, member
- Poynter Library Liaisons Team, Chair
- Special Collections Librarian Search Committee, member
- Library Leadership Team, member

##### University Service:

- Chancellor's Advisory Council on Diversity and Inclusive Community, University of South Florida St. Petersburg, member
- Title IX Team, member
- Faculty Senate, member (replacing Deb Henry who was interim Dean)
- Campus Diversity Officer Search Committee
- Sexual Harassment Working Group

##### Professional Service & Development:

- NEA National Education Association Delegate
- UFF United Faculty of Florida Senator
- Diversity & Inclusion Committee, UFF, member
- Bylaws & Constitution Committee, UFF, member

## **Christine Dunleavy:**

### Library Service:

- Special Collections Librarian Search Committee, member
- Poynter Library Leadership Team, member
- Strategic Planning Committee, member
- Special Collections Team, member
- Presented at two Nelson Poynter Library brown-bag events

### University Service:

- University of South Florida. ILS implementation Planning Committee. Semi-monthly meetings. July 2017-April 2018
- FALSC TSSC. Florida Academic Library Services Cooperative. Technical Services Standing Committee. Monthly meetings. July 2017-April 2018
- FALSC ILS implementation Cataloging/Authorities working group. Weekly meetings. July 2017-April 2018

### Florida Academic Library Services Cooperative Committees:

- After an intense testing period in fall 2017 of Innovative Interfaces Sierra/Encore Duet, members formally finalized recommendations to FALSC, which concluded the working groups' contribution to data review over the 2016-18 period.
- FALSC dissolved their relationship with Innovative Interfaces as providers of integrated library software, and beginning in spring 2018, members of working groups, including Christine Dunleavy (Cataloging/Authorities. Discovery) and Natalie Polson (Acquisitions/Serials) reviewed the Invitation to Negotiate (ITN), and identified new recommendations to cover increasing expectations and needs of library catalog discovery.

### Collection Assessment & Development

- In support of the vision to re-imagine the first floor of the library to accommodate a growing library support services, 834 VHS tapes were de-selected, and about one hundred identified with Florida subject focus were re-located to Special Collections and University Archives.
- Hundreds of rare print titles from the circulating collection were identified and marked "Do not Weed" during the days before Hurricane Irma's landfall, and stored in interior rooms of the library.
- A second successful textbook purchasing and cataloging program contributed to the timely access of these valuable resources.

### Professional Service & Development:

Presented or facilitated at three national, professional conferences in data migration, data integration, and library catalog discovery configuration.

- Charleston Library Conference (2017). Data Review & Communication During Florida Academic Libraries' Catalog Migration poster
- ALA Annual Meeting (June 23, 2018). American Library Cataloging and Technical Services Creative Ideas in Technical Services Interest Group [Roundtable] Collection Services and Next Generation Integrated Library Design

- ALA Midwinter (February 10, 2018). American Library Cataloging and Technical Services Cataloging and Metadata Section. Report on Data Review and Communication during Florida's Public Academic Libraries' Catalog Migration [Presentation]
- Completed MLIS degree

#### Training and Webinars

- Handshake. USFSP Federal Student Work Study training, July 31, 2017
- Resolved: the journal impact factor does more harm than good [Webinar.] Charleston Conference Hyde Park Debate, August 16, 2017
- Overview of Usage Statistics [Webinar]. FALSC. Presented by Kathy Kiely, August 28, 2017
- Introduction to the PREMIS OWL ontology, draft ontology for version 3.0 of the PREMIS data dictionary [Webinar]. Host, Paul Frank, Rebecca Guenther, Presenter. Library of Congress Participating Cataloging Committee (PCC), PREMIS (Preservation Metadata Maintenance activity). February 22, 2018
- Introduction to Dublin Core Metadata [Webinar]. Host, Leigh Grinstead, LYRASIS, April 5, 2018

#### **Natalie Polson:**

##### **USF ILS Implementation Group/Acquisitions & Serials, Member**

- Met with staff members from USF Tampa, USF St. Pete and Shimberg through monthly meetings using Blackboard Collaborate
- Showed colleagues how to navigate Acquisitions module in Sierra and shared training documentation
- Provided colleagues with updates regarding workflow and migration of Serials and Acquisitions data from the FALSC ILS Acquisitions & Serials Working Group

##### **USF ILS Implementation Group, Member**

- Provided other colleagues from the USF system with updates regarding workflow and migration of Serials and Acquisitions data into Sierra

##### **FALSC ILS Acquisitions & Serials Working Group, Member**

- Served May 2016- May 2018
- Reviewed migrated cataloging, serials and fiscal data (from Aleph to Sierra) during the Fall of 2017 and provided feedback to FALSC regarding errors in migrated data
- Collaborated with various Acquisitions staff, Admin, from other Florida Universities and Colleges, and members of FALSC during monthly meetings
- Provided recommendations for workflow improvements regarding migration of Serials and Acquisitions data
- Attended off-campus face to face training sessions and online training sessions provided by Innovative for cataloging, acquisitions and serials functions in Sierra

##### **Exhibit and Display Committee, Member**



- **November Display 2017**
  - Autonomous car display
- **December Display 2017**
  - Star Wars
- **Olympic Display February 2018**
  - Winter Olympics in PyeongChang, South Korea
- **Female Superheroes March 2018**
  - Marvel vs DC display
- **Earth Day Display April 2018**
  - Giant flowers on trellis
- **Pride Display June 2018**
  - We the People: LGBTQ+ individuals in political office
  - Life of Oscar Wilde

#### **Diversity Committee, Member**

- Served July 2015-November 2017
- Collaborated with colleagues on the discussion and setup of the Living Library Human Book event in November 2017

#### **Collections Development & Tech Services**

- Assessed online coverage and e journal databases for 306 print periodical titles. Upon approval from Head of Collections Development & Tech Services, withdrew an estimated 26,000 issues of print periodicals, clearing two ranges to accommodate public seating. Suppressed holdings records and withdrew OCLC holdings to reflect withdrawn titles. FWS students assisted in pulling and recycling issues identified for weeding and analyzing online coverage. Worked with students to update holdings records to reflect current issues on shelf. **Project still ongoing**
- Worked with Collections Development & Tech Services manager to suppress holdings records and withdraw item records for maps (estimate 100 titles)
- Ordered (77) textbooks from Amazon, Alibris, Abebooks and copy cataloged textbooks ordered from GOBI for Course Reserve. Ensured invoices were entered into ILS software and manually created order records. **Project still ongoing**
- Assisted FWS students in updating item, holdings, and OCLC records to reflect materials selected for withdrawal from Special Collections
- Assisted Alex Flores in withdrawing serials titles that are part of the Reference Collection

#### **Professional Development:**

The Department continues to respond to ongoing changes in cataloging practices, integrated library system features, and system and state-wide initiatives. All require 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.

#### **Future Challenges:**

#### Migration:

The migration to the new ILS, originally scheduled for July 2018, failed, but work continued through mid-January 2018, when a four week moratorium was declared. Beginning in mid-February 2018, through April 2018, both Christine and Natalie had weekly meetings and assignments related to the Invitation to Negotiate for the next ILS.

Freed from this time consuming but necessary work in May, both were able to tackle delayed tasks such as weeding. It cannot be overstated that their participation in subcommittees during this time was not voluntary: members of committees were assigned to these working groups by FALSC. Although both were able to keep pace with their daily tasks, ongoing projects, such as the textbook project and the weeding and relocation of materials on the first floor of the library, were impacted. Gone, but not forgotten, we expect an upgrade of our existing ILS, and the announcement of a newly selected ILS sometime during the next year or two, beginning another round of collaborative work.

#### Textbooks:

We plan to reassess the metadata we have created to track the Textbook program, to identify the kinds of data that will allow us to assess the long term sustainability of the project. At the same time, we are increasingly moving to electronic book purchases, and must continue to improve communication and collaboration with the USF System TAP program.

#### Deselection and Relocation of Library Materials and Collections:

To provide the space desired for student collaborative areas, both media and periodicals will be deselected and shelf ranges removed from the first floor stacks. Shortage of student assistants limits our weeding efforts. The Education liaison has completed another assessment of the instructional media collection. Remaining microform will be assessed for further reduction.

#### Collection Assessments and Development:

As new majors, programs and degrees are launched, or old programs are evaluated, assessments of the collections will be required. In addition, as programs colleges and schools apply for programmatic or regional accreditation or reaccreditation, assessments will be required. In addition, as new librarians join the USFSP library, liaison activities will need to be revised.

#### **Future Directions:**

##### Digital USFSP:

Going forward, the CD&TS team will increase their involvement in Digital USFSP, requiring training in Be Press and other digitization applications and equipment. In addition to training, documentation of technical processing and procedures, participation in committee and team meetings, and scheduling of new assignments will require flexibility and planning.

##### USFSP Consolidation & Growth:

Despite temporary limits on enrollment and the development of new programs, USFSP continues to add substantive new programs, majors and minors. As new courses and programs require library resources,

collections must be constantly assessed and developed to support new areas of research and teaching. In addition, consolidation may require working more closely with USF Tampa library colleagues in the compilation of collection assessments.

It is increasingly imperative that we establish procedures and processes for USFSP library liaisons and USFSP faculty to request materials through the USF Libraries System. This is especially true of streaming media, electronic books, and databases. We have begun some of this work as part of the procedures being developed for acquiring electronic textbooks and media. Increased awareness of and familiarity with USF Libraries procedures for in batch-loading large e-book DDA and PDA packages, and better communication with our colleagues in Tampa is essential.