

6-30-2019

Collection Development and & Technical Services Department Annual Report : July 1, 2018 – June 30, 2019

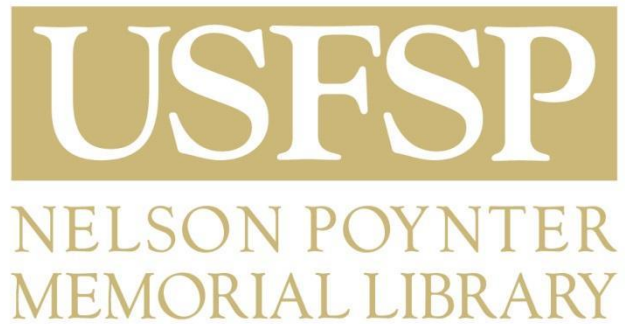
Nelson Poynter Memorial Library.

**Collection Development & Technical Services Department
Annual Report
July 1, 2018 – June 30, 2019**

University of South Florida St. Petersburg

Compiled by Patricia Pettijohn

2019



Statistical Snapshot:

	2018/19	2017/18	2016/17	2015/16	2014/15	5 yr Change
Monograph Titles Cataloged	1,816	2,029	2,811	1,631	2,121	-14.38%
Electronic Books Cataloged* *Included w monographs	258	309	290	--	--	-11%*
Juvenile Titles Cataloged	253	199	305	382	168	50.59%
Media Titles Cataloged	7	36	38	71	653	-98.93%
Total Books & Media cataloged	2,076	2,264	3,154	2,084	2,942	-29.43%
Periodicals Received	2,757	2,455	2,851	2,881	2,629	4.87%
Periodicals Withdrawn	17,745	26,162	2,350	1,844	9,022	96.69%
Total Periodicals	147,860	165,605	189,312	188,761	187,764	-21.25%
Active Serials Titles	153	185	185	112	120	27.5%
Total Microfiche (by piece)	2,045	2,045	2,045	2,045	2,045	0%
Total Microfilm (rolls)	7,118	7,118	7,118	7,118	7,118	0%
Total Microform	9,163	9,1663	9,163	9,163	9,163	0%
Books Titles Added	2,069	2,029	3,116	1,743	2,289	-9.6%
Books Titles Withdrawn	3,213	419	519	3,011	3,888	-17.36%
Books: Total Titles	202,186	203,330	200,633	199,139	199,861	1.16%

*3 year change

Departmental Overview:

Collection Development & Technical Service (CD&TS) is responsible for the stewardship and strategic development of library collections, including the acquisition, cataloging, deselection, 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

As part of our commitment to null growth of the book collection, we withdrew 3,213 books this year, more than the 2,069 titles added. In the next year we plan extensive weeding of the general circulating collection, a project begun this summer, and which required developing technical processes and procedures for batching and automating of deselection.

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. Metadata identifying textbooks and their associated courses is entered when ordered and refined when batch loaded, allowing titles to be tracked. With a revised donor slip requesting course information, acceptance of gift textbooks as part of the Pay It Forward program is facilitated. Compared to last year, the volume of Gift library materials has stabilized. However, gift textbooks require extensive pre-searching, of our library holdings as well as multiple textbook spreadsheets. Electronic textbooks, preferred for the Textbook Project, are acquired directly or through communication with USF Tampa, and communication with USF Tampa has increased and improved.

We continue to move forward in our transition to digital formats, with improved acquisition and processing of electronic books. We continue to experience problems tracking faculty requested e-textbooks and course adoptions.

With the loss of direct access to tens of thousands of titles once available through the Kanopy streaming video database, films for classes must now be requested. We work with our faculty, and with the USF System, to provide access to requested streaming media. We directly acquire both media and books in digital formats, and facilitate USFSP faculty and librarian liaisons requests of shared electronic resources, and requests and adoptions of e-books through the TAP program.

As expected, acquisition of juvenile titles slightly increased this year, as we continue to build the multicultural juvenile collection and work to provide duplicate copies for larger classes.

Total Print Book Titles Held 6/30/2018	203,330
Titles Added (without media)	2,069
Titles Withdrawn	3,213
Total Book Titles Held 6/30/2019	202,186
Total Media Titles Held 6/30/2018	6,240
Titles Added	7
Titles Withdrawn	2,449
Total Media Titles Held 6/30/2019	3,798
Total Books & Media Titles Held 6/30/2018	206,873
Total Books & Media Titles Held 6/30/2019	205,984

Preservation Activities

Natalie Polson continues to develop book repair skills, although the number of repairs continues to decline as we increasingly replace damaged materials with electronic books when possible. A total of 24 books were repaired in-house, none were sent to the bindery. We planned for a larger bindery requirement for 2018/19, but the last bindery company in the State of Florida dissolved, and we will no longer bind damaged books.

Periodical Collections

- Newspapers and oversized journals were routinely culled, and retention policies were applied and maintained.
- A second planned major journal deselection project decreased 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 17,745 issues, the second largest number of journals deselected in a single year.

Periodicals Held (6/30/18)	165,605
Periodicals received	2,757
Periodicals withdrawn	17,745
Total Periodicals Held 6/30/2019	150,617
Claims placed	143
Claims received	17
Serials received	41

Deselection Activities

Circulating Collection

- Analysis and deselection of material that is superseded, outdated, or available electronically continues. This year both books and periodicals were weeded in large numbers, and media was targeted for a large scale deselection. 2,449 titles were deselected from the media collection, 3,213 media items were weeded, mostly VHS tapes; 17,745 issues were weeded from periodicals, and 505 titles were removed from the IMC (Instructional Media Collection) for a total of 23,912 items removed from the library collections, inventory and bibliographic catalog.
- Weeding begun in the Summer of 2019 is the beginning of a large project that aims to deselect a significant number of print materials. Considerable planning and development of tools was required to create efficient workflows and processes for batch deselection, and to supply library liaisons with useful shelf lists for identifying material to be selected. Shelf lists and circulation reports were provided to guide deselection.
- The Recreational reading collection was downsized and older popular materials were relocated to the circulating collection or weeded.

Collection Assessment:

Nelson Poynter Memorial Library & Burrell, T., "Collection assessment: Environmental Chemistry, USFSP, 2018" (2018). *All-Library Assessments Reports, Summaries & Misc Reports*. 20.

https://digital.usfsp.edu/npml_collection_assessments/20

Nelson Poynter Memorial Library & van Beynen, K., "Collection Assessment: College of Education, USFSP, 2018 : Library Services and Resources Report in Support of the College of Education, February 2018" (2018). *All-Library Assessments Reports, Summaries & Misc Reports*. 21.

https://digital.usfsp.edu/npml_collection_assessments/21

- In support of the weeding project, and in an effort to refine and enhance the print collection, shelf lists were produced and provided to liaisons.
- Periodicals were analyzed for retention, transfer and deselection.
- Media was assessed for retention, replacement and or removal.
- Approximately 100 media items were identified with Florida subjects were relocated to Special Collections.
- A second successful textbook purchasing and cataloging program contributed to the timely access of these valuable resources.

Library Liaison Program

- Librarian Liaisons were assigned new subject areas and departmental affiliations in response to new programs, hires and retirements. Two collection assessments were completed by liaisons in 2018-19, with support and data provided by CD&TS.

Significant Personnel Accomplishments:

Patricia Pettijohn:

Library Service:

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

University Service:

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

- 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:

- Scholarly Communications Librarian Advisory Search Committee
- Digital Team (hiatus)
- Strategic Plan sub-committee: Space
- Library Leadership Team
- Florida Academic Library Services Cooperative (FALSC). Technical Services Standing Committee (non-voting)

Presentations

- Dunleavy, C. (2019b). Managing Collections at Nelson Poynter Memorial Library. Pt 1. Library of Congress Classification and NPML shelf lists. Pt. 2. Searching in Aleph for e-books and textbooks [training presentation to faculty librarians]. Nelson Poynter Memorial Library, University of South Florida St Petersburg
- Dunleavy, C. (2019). Defining Next-Generation Integrated Library System Components [blind, peer reviewed, roundtable discussion] in Recasting the Narrative. Association of College and Research Libraries Bi-Annual Conference (ACRL), Cleveland, Ohio

USF System meetings attended of note

- University of South Florida Libraries (2019, May) Catalogers Meeting [Meeting]. Pollock, B., convener
- University of South Florida, Diversity, Inclusion & Equal Opportunity (DIEO) [Training]. (2019, March.) Diversity in hiring, Howard, C. presenter
- University of South Florida Libraries (2018, October.) [Meeting]. Catalogers Meeting. Pollock, B., convener

Natalie Polson:

FALSC Acquisitions & Serials Working Group, Member

Exhibit and Display Committee, Member

- Jack Davis - Gulf Studies Display, September 14 – December 14,
- 2018 Banned Books Week, September 23 – 29, 2018
- International Education Month Book Display, November 1 – 30, 2018
- Sexual Assault Awareness Month Book Display, April 1 – 30, 2019 Earth Day Display April 2018
- Pride Display June 2019
 - LGBTQ+ individuals in Science
 - Life of Sally Ride, astronaut
 - Life of Alan Turing

Future Challenges:

Consolidation

With the looming consolidation of all USF campuses to create a single accredited institution, and with much of the organization and structure of the consolidated USF still being planned and negotiated, we face almost certain change in an atmosphere of uncertainty. At some point in the next academic and fiscal year, USFSP departments, programs and faculty will be reorganized. Library services will necessarily require new approaches to serve and reach our faculty and students, and both the existing collections, and future acquisitions of materials will be challenged.

We will need to improve procedures for USFSP library liaisons and USFSP faculty to request materials through the USF Libraries System, and for library subject specialists to collaborate across campuses. This is especially true of streaming media, electronic book packages, and databases. We have begun some of this work as part of the procedures being developed for acquiring electronic textbooks and media.

New ILS

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.

Textbooks

As the textbook project matures and the metadata procedures we have created to track textbooks was refined, the work has been integrated in our departmental workflows and generally has become less time consuming. Our communications with USF Tampa have become more routine and productive. Once courses are consolidated, textbooks will become more standardized across campuses, potentially improving textbook compliance.

Deselection and Relocation of Library Materials and Collections:

We have already weeded the same number of books in July, the first month of the 2019-20 year, as we weeded in all of 2018-19. However, much of the technical work that went into making this possible was completed in 2018-19. In the coming year, we have set aggressive goals for downsizing the collections.

This will require the work of the Collection Development librarian and the CD&TS staff throughout the year, and collaboration with liaisons as possible.

Collection Assessments and Development:

This is one of the areas that will be most altered by consolidation, as liaisons collaborate on assessments with colleagues from other USF libraries. 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 continue to be required. In addition, as new librarians join the USFSP library, liaison activities are revised.

Future Directions:

Digital USFSP:

Christine Dunleavy has completed initial training in BePress, and hopes to complete additional training. Going forward, the CD&TS team plan to increase their involvement in Digital USFSP, with Natalie working with Special Collections on the digital camera, and Christine providing metadata for theses.

USFSP Collection Growth:

We plan to deselect a substantive percentage of the print materials collection. We have already been through several major weeding cycles, having deselected reference resources, microform, media in outdated formats (VHS and cassette tape), Juvenile books and IMC materials. While we have routinely weeded books as needed, the current monographic deselection project is more extensive. As many as 20-25% of some areas of the collection will be deselected. This will require liaisons to replace in-demand books and resources that are outdated or worn. Although collections must be constantly assessed and developed, and weeding will be ongoing, it is hoped that the current weeding project will serve to reshape the collections to be more functional and agile in supporting USFSP student and faculty research and learning.