

12-1-2015

## Technical Services and Collection Development Department : Annual Report : 2014 - 2015

Nelson Poynter Memorial Library.

Patricia C. Pettijohn

Deborah Boran Henry

Follow this and additional works at: [https://scholarcommons.usf.edu/npml\\_dept\\_committee\\_reports](https://scholarcommons.usf.edu/npml_dept_committee_reports)

 Part of the [Library and Information Science Commons](#)

---

### Scholar Commons Citation

Nelson Poynter Memorial Library.; Pettijohn, Patricia C.; and Henry, Deborah Boran, "Technical Services and Collection Development Department : Annual Report : 2014 - 2015" (2015). *Library Department and Committee Reports*. 78.

[https://scholarcommons.usf.edu/npml\\_dept\\_committee\\_reports/78](https://scholarcommons.usf.edu/npml_dept_committee_reports/78)

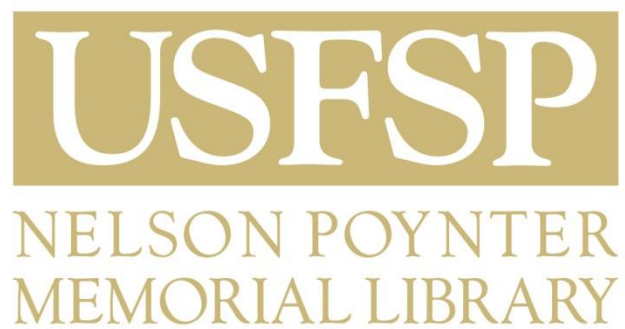
This Other is brought to you for free and open access by the Library Reports and Guidelines at Scholar Commons. It has been accepted for inclusion in Library Department and Committee Reports by an authorized administrator of Scholar Commons. For more information, please contact [scholarcommons@usf.edu](mailto:scholarcommons@usf.edu).

**Technical Services and Collection Development Department**  
**Annual Report**  
**July 1, 2014 – June 30, 2015**

University of South Florida St. Petersburg

*Compiled by Patricia Pettijohn with input from Deb Henry*

2015



**Statistical Snapshot:**

	2014/15	2013/14	2012/13	2011/12	2010/11	5 year Change
<b>Monograph Titles Cataloged</b>	2,121	1,962	2,148	4,005	3,278	-57%
<b>Juvenile Titles Cataloged</b>	168	249	245	194	135	40%
<b>Media Titles Cataloged</b>	653	348	497	340	552	-17.5%
<b>Total Books &amp; Media cataloged</b>	2,942	2,559	2,890	4,543	3,965	-34.50%
<b>Periodicals Received</b>	2,629	2,373	2,669	2,757	2,832	-35%
<b>Periodicals Withdrawn</b>	9,022	2,358	11,006	13,366	5,749	70%
<b>Total Periodicals</b>	187,764	194,157	194,142	202,479	202,436	-5%
<b>Active Serials Titles</b>	112	120	120	119	133	-5%
<b>Total Microfiche (by piece)</b>	2,045	2,045	2,045	705,127	724,709	-99.7%
<b>Total Microfilm (rolls)</b>	7,118	7,118	7,118	10,396	11,386	-41%
<b>Total Microform</b>	9,163	9,163	9,163	715,523	736,095	-184.70%
<b>Books Titles Added</b>	2,289	2,211	2,733	4,203	3,413	-25%
<b>Books Titles Withdrawn</b>	3,011	3,888	15,278	14,082	4,539	175%
<b>Books: Total Titles</b>	199,139	199,861	201,538	214,423	224,302	-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 position of Serial Specialist was filled in September 2014, with training of the new staff member in basic serials functions largely completed by February 2015. The Manager of Library Operations position was vacated in April 2015. At the end of Spring 2015, one of our student assistants lost FWS funding, and a new student was hired for the summer. Considerable effort was spent troubleshooting batch loading problems that resulted in fiscal discrepancies between the shared statewide ILS, Aleph, and the USF fiscal program, FAST.

**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 library able to achieve no growth of the physical collection while adding new materials. In addition to the ongoing weeding of books, over 9,000 journal issues were deselected.

Titles Added	2,298
Titles Withdrawn	3,011
<b>Total Titles Held 6/30/2015</b>	<b>199,139</b>
Volumes Added	2,360
Volumes Withdrawn	3,011
<b>Total Volumes Held 6/30/2015</b>	<b>199,201</b>

**Circulating Collection**

- Weeding was completed in the BF, BT, BX, GN, K, HN classes, and substantive deselection was done in the BS, HD, P, CC, DT, K and J ranges.

**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.

Periodicals Held (6/30/14)	194,157
Periodicals received	2,629
Periodicals withdrawn	9,022
<b>Total Periodicals Held 6/30/2015</b>	<b>187,764</b>
Claims placed	39
Claims received	25
Serials received	64

### Library Liaison Program

- The Librarian Liaisons held 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 a new librarian Camielle Swenson, the library liaison program was revisited in terms of subject assignment.

### Collection Assessments

- Demand for collection assessments to support new course and programs, as well as regional and programmatic accreditation has increased.
- Library Assessment: Interdisciplinary Social Science (ISS) Spring 2015, prepared February 2015
- Library Assessment: Environmental Science and Policy (ESP) Fall 2014, prepared October 2014

### 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.

### Significant Personnel Accomplishments:

#### Service:

Patricia Pettijohn :

Library Service:

- Library Faculty Council, 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
- Graduate Council
- Title IX Team

#### 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.

Natalie Polson:

- Acquisitions in the Shared Bib Environment, Feb 27, 2015
- Overview Shared Bib, Mar. 2, 2015

- Cataloging and Authorities: What is different in the shared bib environment, Mar. 3, 2015
- Clean up Bibs with no Holdings or Items, April 9, 2015
- Everything you wanted to know about the bib/hol/items/order matrix, April 9, 2015

#### TBLC training:

- Introducing RDA 1: Structure, Principles and Core Elements, Mar.13, 2015
- Introducing RDA 2: Resource Description
- Introducing RDA 3: Access Points in Bibliographic Records
- RDA/MARC for Copy Cats. Part 1 Background Material
- Understanding FBR for RDA and Beyond

#### OCLC training:

- Connexion Client Module 4: How to save files, file management & batch processing, March 23, 2015
- Connexion Client Module 05 - Automation and Customization, March 24, 2015
- Connexion Client Module 06: Editing and Replacing Master Records, March 26, 2015
- Connexion Client Module 01: Connecting to the client, May 11, 2015

#### SEFLIN training:

- Cataloging Basics, May 1, 2015

### **Future Challenges:**

The Collection Development and Technical Services Department has faced major challenges in the past five years. Decreases in staffing and funding of 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 USFSP 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 shared statewide bibliographic catalog has posed problems in inventory control and fiscal oversight, with lost data emerging as a challenge. Frequent changes in library technical services workflows, as well as constant training and updating of written procedures proved time consuming. Most problematic is the ongoing time spent in complex troubleshooting of cataloging and acquisitions problems. To this end, a number of problem reports were created by USFSP, and worked on jointly by the technical teams at FLVC, primarily Daniel Cromwell, as well as the technical staff of Yankee Book Peddler, our major vendor. In fall 2014, a conference call between our manager of library operations, the Collection Development Librarian, Daniel Cromwell, and Deborah Silverman of YBP resulted in improved batch loading. However, problems continued throughout the year. In spring 2015, two representatives of YBP visited USFSP for two days, and considerable progress was made. Our technical specifications were updated, and different invoicing for different accounting funds were established. However, problems continue to occur with batchloading of early order confirmation records, especially with provisional 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. USF Tampa has stopped working in ALEPH acquisitions entirely; however, all other libraries in the state university system continue to use ALEPH acquisitions. With the Florida Virtual Campus committed to acquiring a new ILS, USFSP continues to work with all modules of ALEPH, and to prepare for transition to a new library management system by cleaning up date and improving workflows.

#### **Future Directions:**

The department continues to work toward a reduction in data entry, improved work flows, and a zero growth pattern for the physical collection. It is hoped that this will allow the technical services unit to move away from reliance on the librarian faculty member, and establish streamlined procedures for fiscal processes, while allowing the department head to move towards greater involvement in collection development and assessments.