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Collection Development & Technical Services Annual Report: July 1, 2019 - June 30, 2020

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Nelson Poynter Memorial Library.

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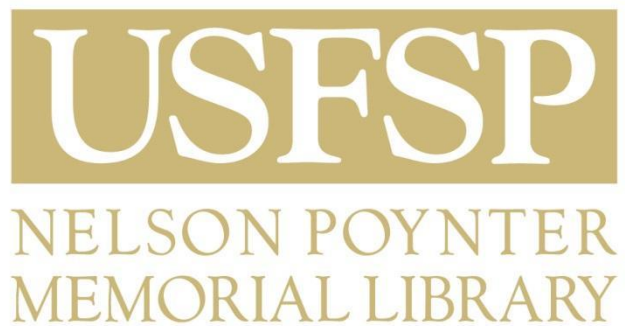
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**Collection Development & Technical Services
Annual Report
July 1, 2019 – June 30, 2020**

University of South Florida St. Petersburg Campus

compiled by Christine Dunleavy

2020



Statistical Snapshot:

	2019/20	2018/19	2017/18	2016/17	2015/16	1 year change	5 year change
Monograph Titles Cataloged	1,460	1,816	2,029	2,811	1,631	-19.6%	-10.48%
E-books Cataloged (included in monograph count)	212	258	309	290	--	-17.83%	-26.89%
Juvenile Titles Cataloged	161	253	199	305	382	-36.36%	-57.85%
Media Titles Cataloged	13	7	36	38	71	85.71%	-81.69%
Total Books & Media cataloged	1,854	2,076	2,264	3,154	2,084	-10.69%	-11.04%
Periodicals Received	864	2,757	2,455	2,851	2,881	-68.66%	-70%
Periodicals Withdrawn	2,333	17,745	26,162	2,350	1,844	-86.85%	26.52%
Total Periodicals	146,391	147,860	165,605	189,312	188,761	-1%	-22.45%
Active Serials Titles	141	153	185	185	112	-7.84%	25.89%
Total Microfiche (by piece)	2,045	2,045	2,045	2,045	2,045	0%	0%
Total Microfilm (rolls)	7,118	7,118	7,118	7,118	7,118	0%	0%
Total Microform	9,163	9,163	9,1663	9,163	9,163	0%	0%
Books Titles Added	1,841	2,069	2,029	3,116	1,743	-11%	5.62%
Books Titles Withdrawn	14,646	3,213	419	519	3,011	355.84%	386.42%
Books: Total Titles	189,373	202,186	203,330	200,633	199,139	-6.34%	-4.9%

*4 year change

Collection Development & Technical Services 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. CD&TS 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. CD&TS receives, assesses and communicates with book donors about gift materials.

Significant Collection Development & Technical Services Accomplishments:

Collection management

Weeding

In April 2019, the NPML library began a major collection weeding initiative. The goals of this project were to

- Curate a refined, relevant, and current collection of materials in support of the research and curricular programs at USF St. Petersburg,
- Identify subject areas in need of collection acquisitions, and
- Make space on the library's first floor for expand seating capacity.

Significant reduction in media titles come from the major weeding of media titles by Patricia, Head of Collections Development and Technical Services withdrawal of media that was:

- Available streaming via licensed USF databases
- Popular non-academic titles that had no relationship to USF St Petersburg Campus course.

Weeding of the General Circulating, Media, and Print Periodicals collections resulted in the removal of 14,646 monograph titles and 450 sound and video recordings. This project involved collaboration between the library's Collection Development & Technical Services, Research & Instruction, and Access Services Department. Staff from CD&TS ran reports creating shelf lists of books by call number, processed withdrawals and updated catalog holdings in Aleph (the shared FL University catalog) and OCLC (the WorldCat international catalog of cataloged), and analyzed and compared "before" and "after" collection use statistics. The media and print periodical collections were moved to the 2nd and 3rd floors respectively and their ranges on the first floor were taken down. Now students have a more open space for study and collaboration.

Library Liaison Program

Librarians in the R&I department evaluated for withdrawal the materials based on their knowledge of the USF St. Petersburg programs and curriculum. Librarian liaisons continued to work with new

programs and faculty. New librarians expanded their selection activities, and all liaisons participated in large scale assessment and deselection of books classified in their disciplinary clusters. Specifically, items remained in the collection if they were unique, significant, current, and reflected the collection goals of the NPM library and USF St. Petersburg university. Items were withdrawn if an electronic version was available, if they were out-of-date and supplemented by more current materials or format, if they were duplicative, and if they were not of interest or relevance to the USF St. Petersburg community.

COVID19 and Working Remotely

In March 2020, the orders to work remotely created opportunities to focus on the weeding project, and new ways to manage the monographic collection's life-cycle, replaced former, on-site work. In addition to the work of the librarians, one teleworking student assistant created reports, and access services pulled the materials, scanned barcodes, and boxed and shipped materials to the non-profit charity, Better World Books. Truly a building wide project, all library and online library instruction staff powered the physical lifting of the boxes of books. A lot of work had to be re-thought, and a lot of new reporting was established. We continually added to documents outlining "Considerations to Reopen," situation reports, monitored USF policy updates, adhered to policies issued on the USF.edu UPDATES website, USF e-mail, and Florida's State Executive Order.

Textbook Affordability

CD&TS continued to support the Textbook Affordability Project by coordinating the acquisition, through purchase or donation, of required texts. Funding of textbooks and metadata identifying courses allow titles to be tracked. Electronic textbooks, preferred for all courses, are acquired through the USF TAP program, or ordered directly. Streaming media is obtained through the USF shared media services, and liaisons work closely with faculty to facilitate print, ebooks, and media for courses.

54 print and electronic textbooks were added to the collection through direct purchases, or were donated through the Pay It Forward Textbook initiative in 2019-20. Pay it Forward is led by instruction and research librarians and provides a way for students to donate used textbooks to the library.

Head of Collection Development and Technical Services Department Retires

Patricia Pettijohn, librarian and long-time head of the Collection Development & Technical Services Department, spearheaded this large-scale weeding project as her lasting legacy to USF St. Petersburg. As she retires in early 2020/21 fiscal year, we know that she has left our library with a collection that is deep, relevant, contemporary, and "goes out on many dates." On July 24, 2020, Associate Professor Patricia Pettijohn was appointed Associate Professor Emerita.

Collection Development

In June 2020, the library met our project goals we withdrew 14,646 titles, more than the 1,833 titles added, and a total of 15,296 volumes were donated to Better World Books. Students now can browse through the collections to easily find relevant and current books for their usage. Liaison librarians, several of which were relatively new employees at the NPML, became much more familiar with the collection and used their collection development monies to expand the collection in much needed subject areas and fulfilling our monographic acquisitions goals for the year. Approximately four hundred

fifty monographs were received and will be added to the catalog when physical on site work begins again.

Total Print Book Titles Held 6/30/2019	202,186
Print Titles Added (without media)	1,854
Print Titles Withdrawn	14,646
Total Print Book Titles Held 6/30/2020	189,394
Total Media Titles Held 6/30/2019	3,798
Media Titles Added	13
Media Titles Withdrawn	450
Total Media Titles Held 6/30/2020	3,361
Total Books & Media Titles Held 6/30/2019	205,984
Total Books & Media Titles Held 6/30/2020	192,755

Periodical Collections

- In fiscal years 2018-2020, the print journal collections were thoroughly weeded and consolidated with full text permanent online holdings
- The comparatively lower number of periodicals received reflects journals added to the physical collection prior to the COVID-19 Safer at Home order in March 2020
- Newspapers and oversized journals were routinely culled, and retention policies were applied and maintained.
- 42 marine sciences subject periodicals (598 bound volumes) were transferred to the University of South Florida Library Tampa Campus this year by the Head of Collections Development and Technical Services and the serials specialist at Nelson Poynter Memorial Library who analyzed and consolidated USFs print archive in Tampa’s library, thereby benefitting the marine sciences academic department and the entire scholarly community.

Periodicals Held (6/30/19)	147,860
Periodicals received	864
Periodicals withdrawn	2,333
Total Periodicals Held 6/30/2020	146,391
Serials received	41

Circulating Collection

- Analysis and deselection of material that is superseded, outdated, or available electronically continues.
- This year books were weeded in large numbers, fewer serials issues were weeded than in the past year, and the media collection was further refined.
- 450 media items were weeded, both sound recordings on compact disc and video on VHS tapes.
- The Recreational reading collection was further downsized and older popular materials were relocated to the circulating collection or weeded.

Significant Personnel Accomplishments:

Patricia Pettijohn:

Library Service:

- Library Diversity Committee, member, co-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

Professional Service & Development:

- UFF United Faculty of Florida Senator
- Diversity & Inclusion Committee, UFF
- Bylaws & Constitution Committee, UFF

Christine Dunleavy

Library Service

- Strategic Plan sub-committee: Space
- Library Leadership Team

State Professional Service

- Florida Academic Library Services Cooperative (FALSC). Technical Services Standing Committee (non-voting)
- Florida Academic Library Services Cooperative (FALSC). Cataloging/Authorities Working Group

Meetings

- Florida Academic Library Services Cooperative (FALSC) Open House, Gainesville (February 2020). [On-site meeting]

Research and Scholarly Work

- Canceled Dunleavy, C. (2020b). De-Selection and Weeding [presentation] in Florida Academic Libraries Cooperative Symposium. Central College of Florida, Ocala, Florida, April 2020
- Canceled Dunleavy, C. (2020). De-Selection and Weeding [presentation] in Florida Academic Libraries Cooperative Symposium. State College of Florida, Lakewood Campus, Sarasota, Florida, April 2020
- Dunleavy, C. (2019c). Gen-next Research and Next-gen Library Catalogs [break-out session] in Making Connections, Building Bridges. Panhandle Academic Libraries Inaugural Conference. Florida Panhandle Library Access Network (PLAN). Florida Libraries Virtual Center, Tallahassee, Florida

Natalie Polson

Research and creative work

- The Strand Camera Shop, a Special Collections exhibition

Future directions:

Consolidation

With the 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. Library services will necessarily require new approaches to serve and reach our faculty and students.

We will need to revisit procedures for USFSP library liaisons and USFSP faculty to request materials through the USF Libraries. 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.

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.

University of South Florida Libraries, Accreditation, and Peer Review

With the approval of The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) for the campuses of Tampa, St Petersburg and Sarasota-Manatee to combine as a single university, execute requests will require analysis and statistical reports from collection development and technical services.

Collection development and technical services will support the initiatives of the University of South Florida Libraries in seeking membership in the Association of Research Libraries (ARL) and The American Association of Universities (AAU).

President Currall's strategic renewal will define campus priorities, and the libraries seek to build on excellence as a Florida Preeminent University, a ranking which encourages us in our current visions and goals as the distinction places our young university among two esteemed state universities in Florida which are each over one hundred years old.

Future Challenges:

Staff and working remotely

Two long term, trained student assistants left campus in December 2019 and many channels were used to advertise two, federal work study employment vacancies. Two students were hired in February and March of 2020, just as Natalie Polson, then serials specialist, was promoted to Head of Circulation.

Students didn't return to campus after spring break. While one student was not required to return to work, one accepted a remote work opportunity. The Dean's office funded the telecommuting student's work for the first summer term, through June 25, 2020. On March 17, Christine Dunleavy began working remotely, and Patricia Pettijohn worked remotely shortly after.

With the retirement of Patricia Pettijohn and the promotion of Natalie Polson, there is currently one administrative staff in collection development and technical services.

Exlibris Alma/PrimoVE Integrated Library System to Go live July 2021

Christine Dunleavy is a member of the Cataloging and Authorities working group charged with refining and configuring bibliographic, item, holdings and authority records for successful data migration from Exlibris Aleph to Alma/PrimoVE. Collection management and technical services is responsible to help with database maintenance projects underway in order for enhancements that are in development to function properly. There will be many more projects and this year the library's data must be ready for the July 2021 catalog.