

UNIVERSITY OF TENNESSEE LIBRARIES
COLLECTION DEVELOPMENT & MANAGEMENT ANNUAL REPORT
JULY 2000 – JUNE 2001

The CDM Team

Gayle Baker, *Electronic Services Coordinator*
Jami Baker, *Senior Secretary*
Sara Foster, *Library Specialist*
Shirley Galyon, *Senior Library Assistant* (until December 2000)
Teresa Gillispie, *Library Specialist*
David Gose, *Senior Library Specialist*
Dale Gray, *Senior Library Specialist*
Delight Jobe, *Senior Library Specialist*
Linda Phillips, *Team Leader*
Joe Rader, *Team Leader, Library Outreach & Preservation*
Jayne Rogers, *Senior Administrative Services Assistant*
Jane Row, *Social Sciences Coordinator*
Molly Royse, *Humanities Coordinator* (Anne Bridges served as Interim through October 2000)
Peg Schneider, *Library Specialist*
Flora Shrode, *Science & Technology Coordinator*
Deborah Thompson-Wise, *Collection Development Librarian*
Mary Ellen Weber, *Preservation Librarian*
Sara Williams, *Collection Management Coordinator*

CDM welcomed Jami Baker, Molly Royse, and Peg Schneider to our team during FY 01. Teresa Gillispie was promoted to Library Specialist. Gayle Baker was promoted to Professor. Delight Jobe received her 20-year service award. Shirley Galyon accepted a position in Technical Services in December. We said tearful goodbyes to Flora Shrode who resigned from her position in June, and we began a national search for a Science & Technology Coordinator. At the end of June, Joe Rader completed his service as Team Leader for Preservation. Joe's long-time vision and sustained leadership established a solid foundation for the development of a comprehensive preservation program in the University Libraries.

Everyone involved with collection development and management dealt with ambiguity this year, as our allocation and purchase plans depended on university administration to provide funding to cover journals cost inflation. Thankfully, money was transferred in February, so that we were able to maintain overall status quo; uncertainty about the budget until late in the fiscal year resulted in lower expenditure on books than last year. By canceling some subscriptions and leveraging one-time funds, we gave highest priority to purchasing additional online collections, particularly full-text resources. The CDM Office is a knowledge management center for the Libraries and many of our projects focus on assessment. Maintaining records that document the transition of our collections, CDM constantly generates new information to support subject librarian initiatives. We made excellent progress during FY 01 towards preparing the Hoskins collections for additional transfers, documenting collection growth patterns as the basis for ongoing collection review, updating CDM procedures, and communicating with library representatives about future collection decisions we must make together. Special praise goes to the Preservation unit for a successful transformation in their work area; staff members

streamlined binding and processing tasks, incorporated conservation into routine workflow, and generally embraced change. Following are highlights of team accomplishments.

ACCOMPLISHMENTS

Collection Development

1. Subject Librarians spent approximately \$5,386,957 in state funds and \$343,547 in endowed funds to purchase information resources totaling \$5,815,918. Networked electronic subscriptions cost \$742,108, and total continuing commitments (periodicals and serials) were \$3,920,282. Expenditures from state funds were \$321,611 more than the previous year, primarily for journals cost inflation. See Appendix I for expenditures by materials category and subject group. The CDM Advisory Group approved the use of one-time funds to subscribe to 29 new databases. Twenty-six serial subscriptions were cancelled, totaling \$28,800.
2. CDM (Jayne Rogers) worked with publishers to get electronic access to an additional 296 journals for which we have print subscriptions, and to get trial access (Jayne Rogers, Gayle Baker) for 44 databases. CDM (Gayle Baker) also secured data or cataloging records for journals and books in electronic databases, so that Systems and Tech Services could add records to the library catalog. Systems created a program that generates a library journals web page directly from information in the catalog.
3. The library subscribed to two interdisciplinary journal aggregator packages, *ScienceDirect* (Elsevier) and *Wiley InterScience*, expanding access to more than 800 titles not available in print at UT. Terms of the licenses specified that we would continue to purchase print subscriptions for the next three years, and that we would be charged "tokens" for the use of journals not held by UT in print. Both licenses were negotiated consortially, so that holdings in other Tennessee libraries could be considered part of our collection. The aggregator subscriptions offer possibilities for collaborative selection of journal titles among library partners, as we review usage information.
4. Through a special SOLINET deal we purchased a collection of electronic books from netLibrary, and received an excellent price on the corresponding MARC records that were added to our catalog. Data from less than a year of use showed 171,101 total accesses across many disciplines. Of the 100 titles used more than 100 times, computer science and business topped the list. *Java Foundation Classes* (586 uses), *Using Lotus Notes and Domino* (503 uses) and *Developing Library and Information Center Collections* (422 uses) were the three most popular titles.
5. Subject librarians selected free scholarly e-journals from a list of 183 (we contacted the authors of a *College & Research Libraries* article to get the list) to be accessible from the library catalog. Jami Baker coordinated compilation and distribution of the list.
6. In collaboration with the English Department, we purchased the *Early English Books Online (EEBO)* database. English contributed funding to enable our participation in the Text Creation Partnership that will create searchable text in *EEBO* during the next five years. We also purchased or subscribed to several *Literature Online (LION)* databases and to the *Patrologia Latina*.

7. Expenditures on approval books were lower by \$13,116 than last year. Sara Williams met with several vendor representatives and worked with subject librarians throughout the year to refine domestic and international approval plans. We established a new plan with Majors for materials in the health sciences. CDM student assistants put up new approval books for review each week and discharged the previous shipment.
8. CDM hosted meetings of Library Representatives and Subject Librarians once each semester to discuss collection and service issues of mutual interest. The Fall meeting was devoted to the changing nature of collections in research libraries, and the Spring meeting focused on collection management options, particularly for journals.
9. Humanities librarians worked with Tech Services to acquire Quebec materials through a grant offered by the Canadian government.
10. Sara Williams developed a CDM orientation program for new subject librarians and oriented five colleagues to local collection development and management practices.
11. Information Alliance subject librarian counterparts (Anne Bridges, Molly Royse, Flora Shrode, Linda Phillips) met in Rugby in November to share information and discuss potential projects in the areas of physical science and history. Heads of CD from the three libraries presented a paper at the Denver ACRL conference about the Information Alliance IRIS project. Government documents counterparts collaborated on storage of the *U.S. Serial Set* and shared cataloging for documents.
12. A total of 8,091 gift items were donated to the Libraries. Appendix IV lists type of items received.

Collection Management

13. CDM completed a study of collection growth in Hodges, Ag-Vet Med, Music, and Hoskins Storage/Preservation. Subject groups (led by Jane Row, Molly Royse, and Flora Shrode) gave particular attention to the most crowded sections in Hodges and made plans to review materials in these areas. Subject librarians began reviewing their sections and identified over 6,500 duplicate volumes for possible withdrawal. Deborah Thompson-Wise coordinated the review process.
14. Sara Williams and Mary Ellen Weber prepared procedures and criteria for replacing lost and missing materials, retention, and preservation review.
15. CDM (Delight Jobe) completed several collection studies for subject librarians and academic departments, including Academic Program Reviews for Consumer and Industry Services Management, Counseling, Deafness, and Human Services, Industrial Engineering, Modern Foreign Languages & Literatures, Nutrition, Speech Communication, and Statistics. Accreditation reviews were done for the colleges of Architecture and Design, Education, Social Work and Veterinary Medicine. Librarians and staff completed a collection study for landscape architecture, compilation of library expenditure data and journal counts to support a grant proposal for Agricultural Engineering, and bibliographic searching for Spanish/Latin American literature. Projects in progress include a journals evaluation study for Ag-Vet Med librarians using

- Biological and Agricultural Index* and *AGRICOLA* and retention review of the children's literature collection. See Appendices II and III for lists of studies completed.
16. Subject librarians completed their annual review of journal subscriptions and updated lower priority lists. CDM office started the annual process by updating prices in the journals database and preparing reports with titles and cost inflation summaries. After the review, CDM posted lower priority and cancellation lists on our web pages. Subject groups and the CDM Advisory Group created a networked resources lower priority list, although most electronic resources have higher priority than print. CDM also maintained a wish list of electronic resources needed to support instruction and research.
 17. Information Alliance subject librarian counterparts met in Rugby in November to share information and discuss potential projects in the areas of physical science and history. Heads of CD from the three libraries presented a paper at the Denver ACRL conference about the Information Alliance IRIS project. Government documents counterparts collaborated on storage of the *U.S. Serial Set* and shared cataloging for documents.

Collection Maintenance

18. Preservation received conservation equipment and reorganized work space to create a conservation laboratory. The unit began constructing phase boxes in-house and making spine replacements. In-house pamphlet binding of materials such as music scores reduced commercial binding costs and saved shelf space.
19. Preservation sent 13,944 pieces for binding at a cost of \$91,785, a 25% reduction from last year. However, given staff attention to reorganizing work space, learning conservation practices, and a position vacancy, this was inevitable. A magnificent cadre of student assistants helped the unit recover binding momentum as the year ended, and projections for the coming year are more similar to FY 99. Likewise, Processing activity declined by 28%. However, Conservation, particularly book repairs, increased by 47%. See Appendices V and VI for complete Preservation statistics.
20. Subject librarians, CDM Office, and Preservation staff reduced the brittle books backlog by more than 50%. After staff searched the UT and IRIS catalogs, *WorldCat*, and *Books in Print*, subject librarians recommended replacement, withdrawal, or preservation action.
21. The Preservation Matrix is revising the *Libraries Disaster Preparedness Manual*.
22. CDM participated in the withdrawal of deteriorated slide sets in AV.
23. Preservation student assistants made excellent progress in vacuuming stack areas on Hodges 4th and 5th floors. However, much remains to be done and student hours allocated are insufficient to sustain an ongoing vacuuming program.
24. Preservation and CDM Office staff developed a process for placing incoming gift materials in the freezer before reviewed for retention by subject librarians.
25. CDM, with help from Circ Services, made substantive progress towards the organization of the library's storage and preservation collections. Dale Gray and David Reaves collaborated on a plan to create shelf space for adding materials to Storage. Cataloging

updated catalog records to reflect the transfer of materials from Preservation to Storage, and from Hodges to Storage.

26. Preservation participated in the field trial of the Climate Notebook and Preservation Environment Monitors that allows us to monitor the environmental conditions in which sensitive and rare items are housed and to evaluate the effects that conditions have on the life span of materials. The monitors and software were developed by the Image Permanence Institute at Rochester and the trial is sponsored by an NEH grant. We send monthly reports to IPI, and at the end of the 18-month trial (next summer) we will provide a written summary of our experience with the technology. At that time, the monitors are ours to keep.

Appendix I: FY 2000-2001 Expenditures for Information Resources

Subject Group	Approvals	Firm Orders	Periodicals	Serials	Total
<i>Humanities</i>		\$164,884.40	\$112,980.30	\$57,171.64	\$335,036.34
<i>Social Sciences</i>		\$108,663.31	\$337,322.33	\$36,552.96	\$482,538.60
<i>Science & Technology</i>		\$217,809.33	\$1,887,380.33	\$116,628.34	\$2,221,818.00
<i>Other</i>		\$494,436.87	\$1,041,121.40	\$331,125.10	\$1,866,683.37
Total Expenditures	\$480,880.88	\$985,793.91	\$3,378,804.36	\$541,478.04	\$5,386,957.19

Appendix II: COLLECTION STUDIES SUMMARY, 2000/2001

Academic Program Reviews

Consumer and Industry Services Management
 Counseling, Deafness, and Human Services
 Industrial Engineering
 Modern Foreign Languages & Literatures
 Nutrition
 Speech Communication
 Statistics

Accreditation Reviews

College of Architecture and Design (NAAB)
 College of Education (NCATE)
 College of Social Work
 College of Veterinary Medicine

Other Collection Study

Landscape Architecture

Appendix III: COLLECTION STUDIES COMPLETED, 2000/2001

DEPARTMENT/SUBJECT/ COLLEGE NAME	TYPE OF REVIEW	DATE COMPLETED
College of Social Work (with Linda Sammataro, Pauline Bayne, Elsie Pettit)	NASW Accreditation Review	August 14, 2000
Counseling, Deafness, and Human Services (with Alan Wallace)	Academic Program Review	September 6, 2000
NCATE (Education) Accreditation Review	Accreditation Review	September 21, 2000
Industrial Engineering (with Flora Shrode)	Academic Program Review	September 28, 2000
Speech Communication (with Linda Sammataro)	Academic Program Review	October 17, 2000
College of Veterinary Medicine (with Sandra Leach)	Accreditation Review	November 15, 2000
Consumer and Industry Services Management (with Karmen Crowther)	Academic Program Review	December 1, 2000
Statistics (with Karmen Crowther)	Academic Program Review	December 15, 2000
Modern Foreign Languages and Literatures (with Sara Williams, Molly Royse, Sandra Leach, Anne Bridges)	Academic Program Review	February 5, 2001
Nutrition (with Lana Dixon)	Academic Program Review	February 14, 2001
Landscape Architecture (with Deborah Thompson-Wise)	Collection Study	March 15, 2001
NAAB (Architecture) Accreditation Review (with Deborah Thompson-Wise)	Accreditation Review	June 21, 2001

Appendix IV: Summary of Materials Donated, FY 00-01

Books	6,692
Serials	1,145
CD's	30
Maps	17
Scores	1
Cassettes	31
LP's	1
Videos	174

Total: 8,091

Appendix V: Binding Statistics 2000-2001

	Cost	Number	Total
Corrections	\$ 3.35	52	\$ 174.20
Custom Magazines	\$ 9.25	45	\$ 416.25
Standard Magazines	\$ 6.70	7,323	\$49,064.10
Newspapers	\$ 29.95		\$ -
Recases	\$ 6.00	1,660	\$ 9,960.00
Rebinds	\$ 5.00	3,624	\$18,120.00
Theses/Dissertations	\$ 6.75	1,233	\$ 8,322.75
Time Charge Per Hour	\$ 27.00	1	\$ 27.00
Phase box/archival pak	\$ 12.95		\$ -
Phase box/archival pak	\$ 15.00		\$ -
Double-tray boxes	\$ 20.00	5	\$ 100.00
Special Bindings	\$ 60.00		\$ -
Special Bindings	\$ 54.00	1	\$ 54.00
TOTALS		13,944	\$86,238.30
 EXTRA			
CHARGES			
Hand Sewing	\$ 4.00		\$ -
Cloth Pockets	\$ 4.00	100	\$ 400.00
Paper Pockets	\$ 3.00	113	\$ 339.00
Tattletape	\$ 0.35	13,735	\$ 4,807.25
 GRAND TOTAL			 \$91,784.55

Appendix VI: Conservation and Processing Statistics, 2000-2001**Conservation Statistics 2000-2001****Repairs ***

Level I	3662
Level II	779
Level III	0
Total:	4441

Processing Statistics 2000-2001**New Materials**

Books	29,337
Microfilm	1,840
Videos	1,019
CD's	890
Binding	14,640
Laser Disks	28
CD Roms	101
Audio Cassetts	70
Other	19
Total New:	47,944

Old Materials

Transfers	1,065
Call # Changes	1,735
Lost Call Number	120
Binding Corrections	17
Replace Microfilm Box	245
Replace Audio Box	53
Replace Barcode	1,667
Total Old:	4,902

Total Processed: 52,846

* Level I = 15 minutes or less to perform
Level II = 15 minutes to 2 hours to perform
Level III = More than 2 hours to perform