

UNIVERSITY OF TENNESSEE LIBRARIES
COLLECTION DEVELOPMENT & MANAGEMENT ANNUAL REPORT
JULY 2001 – JUNE 2002

The CDM Team

Gayle Baker, *Electronic Services Coordinator*
Jami Baker, *Administrative Support Asst. II*
Rene Berube, *Library Associate III*
Sara Foster, *Library Specialist*
Teresa Gillispie, *Library Specialist*
Ron Gilmour, *Science & Technology Coordinator* (joined CDM in September 2002)
David Gose, *Senior Library Specialist* (retired in November)
Dale Gray, *Senior Library Associate II*
Delight Jobe, *Senior Library Associate I*
Linda Phillips, *Team Leader*
Joe Rader, *Team Leader, Library Outreach & Preservation* (retired in December)
Jayne Rogers, *Senior Library Associate III*
Jane Row, *Social Sciences Coordinator*
Molly Royse, *Humanities Coordinator*
Mary Ellen Starmer, *Preservation Librarian*
Deborah Thompson-Wise, *Collection Development Librarian* (retired in October)
Sara Williams, *Collection Management Coordinator*
Elizabeth Young, *Senior Library Associate I*

This year was eventful for Collection Development & Management in many ways. To meet needs of our students and faculty for increased electronic access to information resources, we requested trial access to and subsequently placed subscriptions for several titles. Thanks to recurring university funds to address journals cost inflation, we retained access to the most important periodicals and exchanged some lower priority titles for resources most needed by new faculty and emerging research programs. We were fortunate to have endowed funds to purchase books and other specialized sources to support UT research projects. Library resources have an impact on faculty retention and competitive advantage; although we are still well below funding of our peers, we were able to continue adding new materials this year.

In collaboration with subject librarians, CDM initiated systematic retention review procedures and librarians began review of duplicates in some of the most crowded sections of the Hodges stacks. We also developed a process for adding materials to the Storage collection in Hoskins and have begun retention review in Storage to make best use of space. Our Information Alliance counterparts are eager to collaborate on archiving low-use materials, and we have developed title lists for consideration by subject librarians. We devoted much time during early 2002 to planning a symposium, *Scholarly Publishing & the Common Good: Changing Our Culture* sponsored by the Libraries and other campus units to raise awareness about actions faculty can take to reclaim open access to scholarly

information. Three of our colleagues, Deborah Thompson-Wise, David Gose, and Joe Rader, retired. Rene Berube and Elizabeth Young joined our Preservation unit. We transferred a half-time position to Reference, which was matched with funds by the Provost to create a full-time Art & Architecture position. We began a search for Science & Technology Coordinator. Three CDM positions were upgraded in the university review of all-staff job audit.

Expanding Collections

Librarians purchased resources with \$5,681,397 in state funds and \$456,342 in endowed funds in FY 02 for a total expenditure of \$6,137,739. This represented increases of \$294,440 in state and \$112,795 in endowed expenditures over FY 01. Subscriptions to networked electronic resources cost \$901,357, and total continuing commitments (periodicals and serials) were \$4,353,898. Eighty-six periodicals and serials cancelled totaled \$120,004.

FY 2001-2002 Expenditures for Information Resources: State Funds

Subject Group	Approvals	Firm Orders	Periodicals	Serials	Total
Humanities		\$192,016	\$117,930	\$42,143	\$352,086
Social Sciences		\$126,727	\$377,791	\$39,889	\$544,407
Science/Technology		\$249,477	\$2,065,219	\$119,586	\$2,425,282
General		\$271,064	\$1,224,620	\$375,721	\$1,871,405
Total Expenditures	\$488,216	\$839,283	\$3,776,560	\$577,338	\$5,681,397

FY 2001-2002 Expenditures for Information Resources: Endowed Funds

Subject	Expenditure
Humanities (donor-designated funds)	\$322,280
Social Sciences (donor-designated funds)	\$ 8,263
Science/Technology (donor-designated funds)	\$ 12,957
Special Collections	\$ 44,197
General	\$ 75,262
Total Expenditures	\$462,959

From a wish list of nearly 150 electronic resources, the CDM Advisory Group selected 30 new titles to purchase. Jayne Rogers established trial access for more than 27 new electronic products, and registered 220 orders with publishers for electronic journal access.

To support multidisciplinary information needs, we allocated three undesignated endowment funds to support purchases in Statistics, Environmental Studies, and International Studies. Subject librarians also used endowment funds to strengthen Psychology and Sport Studies.

Humanities librarians held their annual discussion with library representatives in April to select resources for purchase from the Lindsay Young endowment. An experiment to digitize two years of back issues of the *Journal of Economic Issues* for a scholarly society began as a Digital Library Center initiative to explore the processes and costs involved with creating an institutional repository. Linda Phillips represented CDM on the Digital Library Center Steering Committee that implemented several projects designed to expand access to campus resources.

Subject librarians in areas of Classics, Government documents, and Women's Studies and the head of collection development met with Information Alliance counterparts at Rugby in November. Beyond exchanging information about their respective curricula, user information needs, and collection demographics, librarians also planned for government documents and serials archives. Germanists continued implementation of a *belles lettres* collaborative acquisitions project and incorporated parameters for selecting the works of modern authors into local approval profiles.

Creating & Using Collection Management Information

The CDM Office mounted Journals Database files and other CDM data on the internal library network, including folders for subject groups, approval plan profiles, preservation documents, collection growth study, Information Alliance serials archive, storage data, and networked resources. Anyone in the library may view these files.

Life sciences librarian Jacqueline Kracker and SIS graduate student Debby Andreadis conducted a citation study of EEB journals. Jacqueline used the data in consultation with library representatives for revision of journal holdings in the life sciences. Jacqueline and Debby gave presentations about the study to the Science & Technology Group in August, and subsequently worked with CDM Office to prepare for replication in microbiology.

In collaboration with subject librarians, Delight Jobe prepared library reports for program reviews in Entomology and Plant Pathology (Sandra Leach); Forestry, Wildlife, and Fisheries (Sandra Leach); Theatre (Steven Harris, Molly Royse), College of Veterinary Medicine (Ann Viera); and accreditation reports for Architecture (NAAB--Deborah Thompson-Wise, Mike Rogers); College of Education (NCATE—Alan Wallace, Mike Rogers); and School of Information Sciences (Ken Wise).

For the annual journals review, CDM Office staff updated journal prices, revised the review calendar, posted data to the web and internal server, and prepared special reports such as inflation comparisons and combination subscriptions.

Sara Williams drafted procedures for retention review, led discussions with subject librarians, and implemented a duplicates review project during the summer.

Dale Gray and Linda Phillips designed plans for retention review of materials in the Hoskins Storage collection. CDM Office staff and student assistants compiled spreadsheets. Procedures were tested with call number classes A and Z.

Jami Baker and Sara Williams conducted a bibliographic overlap study among call number classes PZ, PR, PS and juvenile fiction to prepare for retention review by subject librarians.

Publicizing Library Resources

Subject groups provided liaison to faculty, library representatives, graduate students and undergraduates in several ways. Subject and librarian web pages provided lists of key resources, as well as contact information. The Social Sciences Group distributed a printed newsletter to departments in February highlighting new resources and services.

Gayle Baker added *Electronic Services Use Guidelines* to the library databases web page, covering the basics of database license terms.

Jayne Rogers updated web pages throughout the year to keep the CDM public site (<http://www.lib.utk.edu/colldev/colldev.html>) current and informative.

Mary Ellen Starmer led a Preservation Awareness Campaign. With Martha Rudolph she created a preservation bookmark, and mounted a preservation display in the case by the library auditorium. For two days in November, Preservation presented the Book Doctor. In a workspace set up outside the library auditorium, the public was invited to bring personal books for preservation assessment. Staff performed minor repairs onsite.

Molly Royse and Linda Phillips wrote pieces for the *Library Development Review* highlighting Lindsay Young endowment purchases and the *BioOne* subscription purchased with proceeds from the Graduate Student Association Love Your Libraries Annual Fun Run & Walk.

CDM hosted two meetings for Library Representatives. On November 7, 2001 Dr. Abby Smith from the Council on Library and Information Resources spoke on *Building Research Collections in the Digital Age*. The entire campus was invited, since the program was also featured in the library's e-Forum series. At the Spring meeting on February 19 Provost Loren Crabtree talked with Library Representatives about a variety of scholarly information issues.

CDM librarians Jane Row, Molly Royse, and Linda Phillips served on the Symposium Committee for *Scholarly Publishing & the Common Good: Changing our Culture* co-sponsored by the Libraries in September 2002.

CDM held a book sale in Hoskins Room 2 on November 16 with proceeds of \$7,121.

Preserving the Collections

Mary Ellen Starmer and Jill Keally negotiated a book binding contract with Mid Atlantic Bookbindery for five years.

The Preservation unit worked with Steve Thomas and Mike Rogers to configure and implement the Horizon labeling module, which saves time and increases accuracy in producing book labels.

Resa Gillispie and Sara Foster visited the Mid Atlantic Bookbindery and the Etherington Conservation Center in August to tour the facilities, discuss binding processes and meet their contacts among the staff.

UT Libraries continued participating in the NEH field project led by the Image Permanence Institute at the Rochester Institute of Technology. We are testing a new Preservation Environment Monitor in Hodges and Hoskins libraries.

UT Libraries hosted SOLINET's Fundamentals of Book Repair Workshop in November.

The Preservation Advisory Group sponsored a revision of the Disaster Preparedness Manual. With help from Terrel Whitaker, Preservation has organized a fully stocked disaster supply closet.

Preservation staff and subject librarians reviewed and made treatment decisions on nearly half the brittle books backlog housed in Hodges 310. We developed and refined communications processes related to condition, retention, withdrawal and reformatting of brittle materials.

CDM made some progress in vacuuming books in Hodges Library, but a collection condition survey to be conducted in Fall 2002 will undoubtedly reveal the need for more extensive and ongoing cleaning.

Reformatting projects included sending brittle materials to Etherington Conservation Center to be photocopied on archival paper and bound; converting 16mm films to VHS format; and sending the *UT Daily Beacon* to the Tennessee State Library & Archives for microfilming.

Preservation sent 16,582 pieces for binding at a cost of \$110,513, a 19% increase in pieces and a 20% increase in expenditure. This year's binding activity is more comparable to the volume in previous years than in FY 01. Processing of new materials declined from 47,944 pieces in FY 00 to 23,132, a 52% reduction anticipated with the purchase of shelf-ready cataloging and processing.

Statistics in appendices I-III present the range and volume of work accomplished by Preservation staff and student library assistants.

Recruiting, Training & Supporting Our Staff

Rene Berube, a former Preservation student assistant, joined the unit in August. Elizabeth Young joined Preservation in December, after nearly twenty years in Access & Delivery Services.

Three CDM staff, Dale Gray, Rene Berube, and Jami Baker received position upgrades in the university all-staff job audit.

Molly Royse wrote a winning position description for a full-time Art & Architecture Librarian, and then chaired a search that resulted in the appointment of Jennifer Beals to the position.

Rita Smith and Linda Phillips co-chaired the search for Science & Technology Coordinator that resulted in the appointment of Ron Gilmour in September 2002.

Sara Williams convened an ad hoc group of subject librarians to develop an orientation program for new subject librarians. Sara provided orientation for Linda Behrend (philosophy, religious studies), Jeanine Williamson (engineering), Margaret Casado (social work), and Margaret Kaus (music).

CDM librarians and support staff participated in numerous training, development, and professional association conferences throughout the year.

Deborah Thompson-Wise retired in October; David Gose retired in November; and Joe Rader retired in December.

Collaborating With Our Partners

Linda Phillips participated in monthly conference calls with Information Alliance counterparts. The group is developing the Serials Archive, coordinating collection purchases, and fostering projects between counterparts. Information Alliance web pages at <http://www.lib.utk.edu/~alliance/> contain a section on Collection Development.

The Libraries subscribed to electronic resources at reduced rates through SOLINET, TENN-SHARE, and the Information Alliance.

The UT/Battelle management of the Oak Ridge National Laboratory resulted in renewed collaboration with the ORNL library for access to electronic resources.

Linda Phillips co-chaired the TENN-SHARE Collection Development Committee, represented the Libraries in the book selection for the Knoxville/Knox County One Book, One Community program.

Members of the CDM team participated in discussions with librarians from Makerere University in April and May.

*Appendix I: Conservation and Binding Statistics 2001-02***Conservation**

Number of volumes given Level 1 conservation treatment	2,493
Number of volumes given Level 2 conservation treatment	997
Number of volumes given Level 3 conservation treatment	0
Total	3,490

Level 1 treatment = less than 15 minutes to complete

Level 2 treatment = 15 minutes to 2 hours to complete

Level 3 treatment = more than 2 hours to complete

Commercial Binding

Corrections	\$ 3.35	125	\$ 418.75
Custom Magazines	\$ 9.25	75	\$ 693.75
Standard Magazines	\$ 6.70	9,553	\$ 64,005.10
Newspapers	\$ 29.95	19	\$ 569.05
Recases	\$ 6.00	1,760	\$ 10,560.00
Rebinds	\$ 5.00	4,018	\$ 20,090.00
Rebinds - Pocket book	\$ 27.50	1	\$ 27.50
Theses/Dissertations	\$ 6.75	996	\$ 6,723.00
Time Charge Per Hour	\$ 27.00	2	\$ 54.00
Phase box	\$ 12.95		\$ -
Phase box	\$ 15.00	2	\$ 30.00
Double-tray boxes	\$ 20.00	28	\$ 560.00
Special Bindings	\$ 27.50	1	\$ 27.50
Special Bindings	\$ 50.00	2	\$ 100.00
TOTALS.....	16,582	\$103,858.65

EXTRA CHARGES

Hand Sewing	\$ 4.00	18	\$ 72.00
Cloth Pockets	\$ 4.00	115	\$ 460.00
Paper Pockets	\$ 3.00	123	\$ 369.00
Tattletape	\$ 0.35	15,981	\$ 5,593.35
*Tattletape	\$ 0.40	26	\$ 10.40
Delivery Charge	\$ 10.00	15	\$ 150.00

GRAND TOTAL **\$110,513.40**

Appendix II: Processing Statistics 2001-2002

New Materials

Books.....	17,997
Microfilm	2,370
Videos.....	397
CD's	668
CD-ROMS.....	116
Audio Cassettes	264
Carousels	5
DVD's	290
Other.....	25
Total	22,132

Old Materials

Transfers.....	1,311
Call # Change	771
Binding Corrections	85
Replacement Microfilm Boxes.....	5
Replace Cassette Tape Boxes.....	1
Replace Barcodes	1,333
Other.....	14
Total	3,520

Appendix III: Reformatting Statistics 2001-2002

Volumes photocopied	74
Volumes microfilmed.....	0
Total	74

Appendix IV: Summary of Materials Donated, FY 2001-2002

Books	2,576
Serials	1,184
CD's	10
Scores	32
Cassettes	18
LP's	4
Videos	92
Other	32

Total: 3,948