

UNIVERSITY OF TENNESSEE LIBRARIES
COLLECTION DEVELOPMENT & MANAGEMENT ANNUAL REPORT
JULY 2002 – JUNE 2003

The CDM Team

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This was a banner year for users of library collections, and a landmark for UT scholars who will enjoy the benefit of resources added to the collections in 2002-2003. To support instruction and research, subject librarians selected materials and access to online resources totaling \$7,469,362. State resources accounted for \$6,409,044, with \$1,060,318 used from restricted funds. This expenditure exceeded the previous year's funding by \$1,331,623, an increase of 22%. Because the cost of serials increased 9% from last year, a large portion of funding simply enabled retention of essential subscriptions. However, a one-time allocation of \$250,000 from the university substantially strengthened the monographs collection. Monograph expenditures from state and endowed funds combined increased \$174,260 in FY 03 over FY 02, with an additional \$219,135 encumbered at year's end.

This was the first year in more than a decade that librarians could address widening gaps in the depth of the university's monographs collection. In addition to increasing firm orders purchased from every subject fund, we identified four interdisciplinary areas for additional support: international studies, statistics, environmental studies, and career guides. We also spent more than \$20,000 on replacements of lost, worn, and damaged materials. Leveraging a combination of state and endowed funds, the Libraries subscribed to more electronic full text resources, including expanded access to *ScienceDirect* content, JSTOR literature, *SpringerLINK* journals, four sections of the *Wiley Current Protocols* series, *Kluwer Journals Online* with Information Alliance partners, the *Gale Literature Resource Center*, the *Nation Digital Archive*, and the *New York Times* out-of-copyright backfile (1851-1924). On the basis of content available in article

aggregators, we selected the EBSCO collection to replace ProQuest for next year. Total expenditure on electronic resources exceeded \$1.6 million, more than 20% of the library's collection purchases. The following tables show expenditures by subject group for state and endowed funds.

**FY 2002-2003 Expenditures for Information Resources:
State Funds**

Subject Group	Approvals	Firm Orders	Periodicals	Serials	Total
Humanities		\$174,187	\$132,096	\$50,849	\$357,132
Social Sciences		\$110,781	\$408,378	\$23,484	\$542,643
Science/Technology		\$203,044	\$2,224,420	\$127,205	\$2,554,669
General		\$239,646	\$1,678,824	\$462,619	\$2,381,089
Total Expenditures	\$573,510	\$727,659	\$4,443,718	\$664,157	\$6,409,044

**FY 2002-2003 Expenditures for Information Resources:
Endowed Funds**

Subject	Expenditure
Humanities (donor-designated funds)	\$ 376,822
Social Sciences (donor-designated funds)	\$ 7,980
Science/Technology (donor-designated funds)	\$ 7,432
Special Collections	\$ 55,805
General	\$ 612,279
Total Expenditures	\$1,060,318

Other highlights of the year follow in categories corresponding to CDM goals for 2002-2003.

Expand access to scholarly resources in print and digital forms

Collaborating with Library Outreach and with considerable financial and program support from Library Administration and the Office of the Provost, we presented a scholarly publishing symposium on September 25-26, 2002 that was attended by more than 200 participants. Details about speakers and topics are available at: <http://www.lib.utk.edu/admin/symposium/>. To inform graduate students about the changing scholarly publishing culture, subject coordinators created a brochure produced by Martha Rudolph. Distribution began in Spring 2003 and will continue as subject librarians meet with groups. A powerpoint

presentation to accompany discussions about scholarly publishing is available at: <http://aztec.lib.utk.edu/~gilmour/ScholarlyCommunication.ppt>.

To support the expansion of the library's media services, two undesignated endowments were allocated for purchasing Media Center materials, particularly those to support The Studio services.

Subject groups prepared and distributed newsletters to inform their clientele about library collections and services. They are available from the News & Announcements section of the Library web pages at:

<http://www.lib.utk.edu/~people/socscinews0304.pdf>,
<http://www.lib.utk.edu/refs/humanities/update.html>, and
<http://www.lib.utk.edu/refs/sciences/scitechnews.html>.

The Collection Management office prepared Storage records for retention review by subject librarians. Using retention guidelines compiled by the collection management coordinator, several subject librarians helped to test a review process that resulted in decisions to keep or withdraw titles. CDM is connecting this process with selections for the Information Alliance Serials Archive.

CDM oriented four new subject librarians, Ron Gilmour, Travis Dolence, Jennifer Beals, and Amy Ivey Davis.

CDM hosted trials of 43 online products, met with numerous sales representatives, and sponsored training sessions in the use of some databases acquired by the libraries. We added 26 new titles to the electronic resources collection.

Team members participated in the expansion of UT's digital library. The team leader represented CDM on the Digital Library Center Steering Committee; the CDM Advisory Group discussed roles for subject librarians in the nascent process of implementing local digitizing projects, and subject librarians joined DLC project groups.

The Collection Management office assisted with bibliographic searching and compilation of lists to support the annual Lindsay Young Endowment selections led by the humanities coordinator. The group purchased items totaling approximately \$94,000 this year. The coordinator writes a piece for the *Library Development Review* highlighting Lindsay Young acquisitions and the important research benefits realized from this gift.

A review of approval plans by the collection management coordinator and subject librarians resulted in the addition of books Lindsay & Howes for British imprints; we elected to receive more slips and fewer books through the Blackwell plan to reduce duplication and realize cost savings.

The library accepted 4,195 gift items, of which 822 were added to the collection. The following table shows material types included.

Gifts in Kind Accepted for FY 2002-2003

Item	Number Received FY2002/03
Books	3290
Serials	354
CDs	25
Maps	11
Scores	366
Cassettes	7
Video/DVD	16
LPs	0
Other	126
Total	4195
Gifts Added (All Locations)	822
Acceptance Rate	19.59%

(Note: The totals do not reflect all anonymous gifts received.)

Preserve information resources acquired and/or accessed by the library

Preservation statistics are shown in Appendices I-IV. Preservation expenditures for binding were \$110,513, nearly the same as last year. There were more rebinds (4,018), slightly more recases (1,820) and slightly fewer standard magazines (9,553) and dissertations (996) than last year.

Conservation work nearly doubled from last year, reflecting the excellent progress made by librarians, staff, and student assistants toward elimination of the brittle book backlog. Staff resolved condition problems with materials from the circulating collections as they were identified.

Reformatting took the form of photocopies, with no microfilm requested. The number of items reformatted (32) was about half as many as last year, with the cost per volume averaging \$162.

Processing statistics (41,137) nearly doubled over last year, in part because we began counting the handling (such as barcodes and other marking) of materials that return from the bindery. There were 14,185 of these this year.

UT Libraries hosted a SOLINET Intermediate Book Repair Workshop in October, the second SOLINET preservation workshop to be held here in two years. Three Preservation team members participated.

Preservation completed a substantial update of the Libraries Disaster Response Manual, placing copies of the manual along with supplies in each team area. The office also developed a process for making annual updates to the manual. It is available on the Preservation web pages at:

<http://www.lib.utk.edu/preserve/disaster.pdf>.

Preservation completed collection condition surveys for Hodges and Ag-Vet Med Libraries. Findings revealed that dust was the most prevalent kind of environmental damage; 70% of the collection is acidic; and 17% of the collection is brittle. Volumes with damage from ultraviolet rays were more likely to be acidic. Volunteer Bradley Reeves evaluated the condition of sections of the Media Center collection with direction from Pauline Bayne, and prepared a report with recommendations. SIS practicum students Dea Miller and Amy Watts selected preservation for work experience, and assisted with the collection condition surveys.

Results of collection condition surveys are informing the development of a long-range preservation plan for the Libraries. The preservation librarian outlined plan sections and held preliminary discussions with the Preservation Advisory Group.

Student assistants resumed vacuuming the stacks regularly, and the Preservation librarian's request to increase funding for vacuuming in the coming year was approved.

In preparation for implementation of the new library system, the preservation librarian and staff developed workflow procedures and wrote documentation. Using system migration down time, preservation staff members are converting information about handling of serials and periodicals binding into the ABLE binding software system.

The preservation librarian hosted a "Book Doctor" consultation clinic in November in conjunction with a display. University faculty, staff, and students were invited to bring personal books for examination, conservation treatment recommendation, and minor repair.

Staff began work on a preservation operations manual.

Culminating an 18-month trial of the Preservation Environment Monitors, the preservation librarian wrote a summary of the results, gave presentations to the Preservation Advisory Group, Friends of the Library, and the Dean of Libraries. Based on their location in Special Collections and the preservation collection in Hoskins Library, the PEMs confirmed the need for more stable temperature and relative humidity levels in these areas. The monitors are now located in

Documents/Microforms and the Music Library, and will be relocated in early 2004.

Expedite workflow, particularly in collaboration with Technical Services

CDM team members participated in a review led by Technical Services of processes for acquiring electronic materials. The review resulted in centralizing ordering activities in Technical Services, establishment of an e-serials problem account, and consolidation of order forms for electronic resources and electronic journals. CDM continues to assist in the registration of online access to electronic journals during a transition phase.

Engage in collaborative projects that improve collection services

The electronic services coordinator worked with Systems and Technical Services to implement SFX.

The collection management coordinator and CDM staff met with an Electronic Serials workgroup to prepare for the new system implementation.

The CDM webmaster participated in regular meetings with the Web Template Revision Group to incorporate university and library conventions into CDM web pages.

CDM collaborated with ORNL and UTSI in selecting electronic resources of interest to science and technology clientele

UT hosted a meeting of Information Alliance counterpart meetings in Rugby in October. A report of the session is located at:
<http://www.lib.utk.edu/~alliance/Rugby02Rep.htm>.

The electronic services coordinator collaborated with the UT Office of Information Technology to resolve one excessive downloading and one security problem. She recommended the development of appropriate policies to the Academic IT Council and the Faculty Senate ad hoc committee on information technology.

The team leader and electronic services coordinator are developing with the Dean of Libraries options for UT system and statewide academic publicly-funded libraries to collaborate on the acquisition of electronic resources.

With the support of Collection Management and Preservation offices, subject librarians made excellent progress in reviewing collections for retention and possible relocation to Storage. Low-use duplicates were weeded from TA, BF, J, HN, HS, HT, HX, A, Z, and the juvenile areas of the collection in Hodges. Nearly

all slide collections remaining in the Media Center were relocated to 310 for retention review by subject librarians in conjunction with slide sets now residing in Storage.

Provide data and analysis to support subject librarian's knowledge of the collection and decision-making

Collection Management office staff posted numerous data reports to the shared files available on the Nas3 internal server. Reports include spreadsheets for journals prices, collection growth, Information Alliance Serials Archive, storage and preservation collection lists, aggregator and database use data, wish lists, and CDM project reports.

ISSN numbers are being added to the serials portion of the journals database.

CDM coordinated the annual review of periodicals subscriptions with subject librarians and library representatives. The project includes updating prices and inflation rates in the journals database, reviewing lower priority titles, compiling cancellation lists, and posting information on the CDM web pages.

Collection Management staff are replicating the collection growth study to update information about areas of the collection that will exceed available space soon, and to capture data from Horizon before it is replaced.

In collaboration with subject librarians Collection Management staff completed program and accreditation reviews for sociology, veterinary medicine, child and family studies, consumer services management, education, nutrition, art, and architecture. CDM hosted a meeting of subject librarians with the new dean of Education, Health, and Human Services to discuss the merger of the former colleges of human ecology and education.

CDM began the systematic reporting of use data provided by e-journals and other full text database aggregators using data supplied by vendors.

CDM sponsored the annual library book sale in November in Hoskins Room 2, generating receipts of \$6,347.26.

Among the numerous and diverse management information reports prepared by the Collection Management office were 1) a ten-year history of cancellations of standing orders; 2) subscription commitments for memberships and combination packages; 3) social work journals; 4) comparison of journal lists in Geac and the journals database; 5) a list of journals with high cost inflation rates from 1999-2002; 6) collection assessment and cost survey of medieval and Renaissance studies journals to support an NEH challenge grant application; 7) data requested by the Association of Research Libraries survey on journal aggregator subscriptions; 8) journals received by vendor; 9) electronic versions of Engineering journals; 10) approvals receipts by subject area; 11) titles purchased from endowed funds; and 12) a survey of online access to Sage journals.

Increase CDM librarian and staff knowledge

The collection management coordinator organized GOBI 2 training sessions in collaboration with Technical Services.

Librarians conducted research, made presentations, and wrote articles on topics that included electronic journals management, diversity, digitizing Tennessee cultural resources, incorporating a collection condition survey into the preservation plan, collecting electronic resource use statistics, reviews of databases, orienting new subject librarians, digitizing Rugby library records, and collaborative collection development.

CDM team members participated in training opportunities that included GOBI 2, Photoshop, Dreamweaver, Collection Assessment, Word/Excel, Powerpoint, and book repair.

The science & technology coordinator presented 5 XML training sessions for LITA and presented a short version for the Reference team.

Appendix I: Conservation Statistics, 2002-2003

Number of volumes given Level 1 conservation treatment	5,459
Number of volumes given Level 2 conservation treatment	1,965
Number of volumes given Level 3 conservation treatment	0
Total	7,424

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

Appendix II: Reformatting Statistics, 2002-2003

Volumes photocopied	32
Volumes microfilmed	0
Total	32

Appendix III: Commercial Binding Statistics 2002-03**Commercial Binding**

	Cost	Number	Total
Corrections	\$ 3.35	31	\$ 103.85
	\$ 3.50	164	\$ 574.00
	\$ 15.25	1	\$ 15.25
Custom Magazines	\$ 9.60	18	\$ 172.80
Standard Magazines	\$ 6.70	137	\$ 917.90
	\$ 6.95	8,237	\$ 57,247.15
Newspapers	\$ 29.95	1	\$ 29.95
	\$ 30.50	9	\$ 274.50
Recases	\$ 6.00	55	\$ 330.00
	\$ 6.20	1,765	\$ 10,943.00
Rebinds	\$ 5.00	38	\$ 190.00
	\$ 5.20	5,565	\$ 28,938.00
Rebinds - Pocket book	\$ 27.50		\$ -
Theses/Dissertations	\$ 6.75	62	\$ 418.50
	\$ 7.00	723	\$ 5,061.00
Time Charge Per Hour	\$ 27.00		\$ -
Phase box/archival pak	\$ 12.95		\$ -
Phase box/archival pak	\$ 18.00	2	\$ 36.00
Double-tray boxes	\$ 15.00	1	\$ 15.00
	\$ 20.00	5	\$ 100.00
	\$ 18.50	1	\$ 18.50
	\$ 20.50	2	\$ 41.00
Special Bindings	\$ 27.50		\$ -
Special Bindings	\$ 79.00	1	\$ 79.00
TOTALS.....	16,818	\$105,505.40
EXTRA CHARGES			
Hand Sewing	\$ 4.00	1	\$ 4.00
	\$ 4.25	8	\$ 34.00
Cloth Pockets	\$ 5.00	172	\$ 860.00
Paper Pockets	\$ 3.00	52	\$ 156.00
Tattletape	\$ 0.35	202	\$ 70.70
*Tattletape	\$ 0.25	16,255	\$ 4,063.75
	\$ 0.40	1	\$ 0.40
Delivery Charge	\$ 10.00	24	\$ 240.00
			\$110,934.25

*Extra Charge for double tray boxes.

Appendix IV: Processing Statistics, 2002-2003**New Materials**

Books.....	22,418
Microfilm	1,973
VHS Tape	723
DVD.....	427
CD.....	1,287
CD-ROM	105
Audio Cassette	7
Carousel	2
Binding.....	14,185
Other	10
Total	41,137

Old Materials

Transfer.....	1,957
Call # Change	640
Binding Corrections.....	324
Replacement Microfilm Box.....	373
Conservation	601
Replace VHS Box.....	259
Replace Barcode.....	1,213
Other	26
Total	5,393