

**UNIVERSITY OF TENNESSEE LIBRARIES**  
**COLLECTION DEVELOPMENT & MANAGEMENT ANNUAL REPORT**  
**JULY 2004 – JUNE 2005**

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***The CDM Team***

Gayle Baker, *Electronic Services Coordinator*  
 Jami Baker, *Administrative Support Asst. II*  
 Renee Berube, *Library Associate III*  
 Allison Defriese, *Library Specialist (Temp, March-Aug 2005)*  
 Sara Foster, *Library Specialist*  
 Teresa Gillispie, *Library Specialist*  
 Ron Gilmour, *Science & Technology Coordinator*  
 Dale Gray, *Senior Library Associate II*  
 Delight Jobe, *Senior Library Associate I*  
 Linda Phillips, *Team Leader*  
 Jayne Rogers, *Senior Library Associate III*  
 Jane Row, *Social Sciences Coordinator*  
 Molly Royse, *Humanities Coordinator*  
 Mary Ellen Starmer, *Preservation Coordinator*  
 Sara Williams, *Collection Management Coordinator*  
 Elizabeth Young, *Senior Library Associate I*

CDM team members were involved in numerous projects and initiatives focused on connecting the University of Tennessee community with information resources. Librarians and staff collaborated to provide leadership for academic departmental liaison, collection growth and assessment, selections for local digitization, scholarly communications awareness, and preservation of the library collections. The following tables show expenditures from state and endowed funds.

**FY 2004-2005 Expenditures for Information Resources:  
 State Funds**

Subject Group	Approvals	Firm Orders	Periodicals	Serials	Total
Humanities		\$153,092	\$ 165,152	\$ 52,642	\$ 370,886
Social Sciences		\$102,658	\$ 503,146	\$ 24,466	\$ 630,270
Science/Technology		\$155,361	\$2,408,523	\$ 89,028	\$2,652,912
General		\$195,333	\$2,291,555	\$313,727	\$2,800,615
<b>Total Expenditures</b>	<b>\$659,024</b>	<b>\$606,444</b>	<b>\$5,368,376</b>	<b>\$479,863</b>	<b>\$7,113,707</b>

### FY 2004-2005 Expenditures for Information Resources: Endowed Funds

Subject	Expenditure
Humanities	\$ 390,054
Social Sciences	\$ 24,701
Science/Technology	\$ 52,098
Special Collections	\$ 28,260
General	\$ 222,247
Total Expenditures	\$ 717,360

***Expanding UT collection content and access through allocation of funding, collaboration, and assessment*** is a key collection development goal. During FY 04 librarians spent 7% more in state funds, using book recoveries and other library funding to cover \$151,707 in expenditures over the \$6,962,000 allocated for collection resources. Although the net increase generally addressed journals cost inflation, librarians carefully reviewed journal titles, dropping some 130 subscriptions for 2005 to purchase higher priority titles. Decisions to receive electronic-only access for more than 500 titles will result in a small cost savings for FY 06. The Information Alliance overlap in journal subscriptions resulted in a \$20,000 savings for the *Kluwer Online* collection subscription in 2005. We addressed Engineering faculty and student needs for the *EI Village2* database by canceling some engineering journals and consolidating *INSPEC* and *Compendex* engineering databases. We gained cost savings by changing vendors for *Avery Index*, *CINAHL*, and *MLA*.

#### *New Acquisitions*

Among new electronic resource subscriptions were the *Classical Music Library*, the *Hispanic American Periodicals Index (HAPI)*, the *Index to Printed Music*, *Naxos Music Library*, *NBER Working Papers*, *Oxford Dictionary of National Biography*, *Pre-CINAHL*, and *Women's Studies International*, all added during Fall term. In Spring term we added *Audit Analytics*, *Birds of North America Online*, *Key Business Ratios*, *North American Theatre Online*, *Vetus Latina*, *Communication & Mass Media Complete*, and the *Archive of Americana*, including full text of books published in the U.S. from 1639-1819 and newspapers from 1690-1876. Expenditures for networked electronic resources exceeded \$2 million, or nearly 30% of the collections budget. This mirrors national trends and reflects library user preferences for the convenience of online access.

Endowed funds enable faculty research excellence through purchases well beyond the capacity of state funding. We spent nearly \$10, 000 from endowments to buy materials requested by new faculty to strengthen the collections in their subject areas. Humanities Coordinator Molly Royse led the annual selection of materials for purchase from the Lindsay Young endowment that supports the acquisition of specialized materials across diverse disciplines. Among the latest additions to the collection were *Opera Minora Selecta*, a set of 5 volumes in French requested by Classics; the papers of Cordell Hull in microfilm for History; a 94-volume

Chinese set, *Songshi Ziliao Cuibian*; letters of James Agee to be kept in Special Collections; numerous musical scores in Russian, German, and other languages; the first year's subscription to the *Smithsonian Global Sound* database; and a cost-share to purchase the 619-volume *Corpus Scriptorum Christianorum Orientalium* requested by Religious Studies. Endowments for the social sciences and science/technology are more modest, but equally significant in enabling the purchase of specialized resources. Examples of new acquisitions in the social sciences included *Stochastic Programming; Fuzzy Sets in the Management of Uncertainty; Supply Chain Optimisation; Encyclopedia of Religious Rites, Rituals, and Festivals*; and *Communicating Environmental Risk in Multiethnic Communities*. A sampling of titles acquired in science and technology includes *Mechanobiology: Cartilage and Chondrocyte; Index Kewensis; Methuselah Flies: A Case Study in the Evolution of Aging; The English Language Edition of the Geocryological Map of Russia and Neighbouring Republics; Investigation and Management of Soft Rock Cliffs; Equine Respiratory Diseases*; and *Atlas Florae*.

The library gave particular attention to Special Collections services and collections planning for the 21<sup>st</sup> century. Receipts from designated and undesignated endowments allocated to Special Collections were \$92,104. Special Collections and CDM librarians will update the collection scope statement during FY 06 and collaborate on developing collection goals to increase holdings in areas of strength and uniqueness for the campus and regional community.

CDM allocated endowed funds to support three interdisciplinary collection areas identified by subject groups as needing improvement. Librarians used these funds to purchase \$1,812 in environmental resources, \$3,378 of internationally-focused materials, and \$1,500 to acquire multidisciplinary statistics titles.

#### *Collection Assessment*

CDM's Delight Jobe and subject librarians completed collection assessment for program reviews in history, animal science, plant sciences, finance, mathematics, and economics. CDM also supported accreditation reviews for the Accrediting Council on Education for Journalism and Mass Communications in October, 2004, and the National Architectural Accrediting Board (College of Architecture and Design) in April, 2005. The team collaborated with the head of Physics to determine the relative value of selected physics journals using cost, citation, and use data. A similar study for the most expensive agriculture journals examined similar factors. Further analysis of agriculture journals compared print and electronic access to journals indexed in standard databases along with availability in the online catalog. To support Interlibrary Services update of library holdings in the DOCLINE system, Delight created a list of journal title changes, reinstatements, cancellations and new purchases since 1992. In conjunction with updating URLs on the library's E-Journals page, CDM identified current holdings from the publisher, Sage. To get comparative average book prices for biochemistry materials, staff compiled current vendor data from YBP, Blackwell, selected websites, and the UT Libraries Average Book Price Study.

Electronic Services Coordinator Gayle Baker supervised the extraction of use data from some 30 electronic full text and other databases. Subject librarians used data from Kluwer/Springer and ScienceDirect in their annual journal retention review. Gayle and others in the library are members of an IMLS grant team lead by Carol Tenopir to examine the database menu log, SFX log, MetaLib log, proxy server and other sources of data used by the Libraries to incorporate use among product assessment factors.

Social Sciences Coordinator Jane Row led a group in the review of library newspaper holdings in all formats, presenting recommendations to the CDM Advisory Group during summer 2005. Discussion during FY 06 will result in strategic plans related to content, format, and access of these resources that serve curricular, research, and current awareness needs of the campus community.

### *Collaboration*

The Information Alliance with Vanderbilt University and the University of Kentucky enables UT Libraries to expand resources available threefold. Subject librarians from the three institutions held a collection management seminar at Lake Cumberland, KY in September where participants discussed the potential for sharing approval plans, the use of various collection analysis methodologies to increase unique holdings and reduce duplication across the collections, and to hear about progress on collaborative projects. Among the accomplishments were the application of the "brief tests of collection strength" methodology to determine collaborative areas of collecting emphasis by art counterparts Jennifer Beals, Meg Shaw, and Yvonne Boyer. Vanderbilt will continue to emphasize collecting of Latin American Art material to support an extensive Latin American collection, and will also be the resource library for French art 18-20th century and English art 18-20th century. Tennessee will focus on African art; CDM allocated \$5,000 to purchase more specialized materials. Kentucky will build on existing strengths in northern European Renaissance art. Each library will emphasize acquisitions in the area where it serves as a resource, and reduce its expenditures in areas of specialty for the other libraries.

Sociology counterparts Sue Erickson, Eleanor Read, and Sarah Vaughn added 25 titles to the Information Alliance Serials Archive. They are the first counterpart group to determine systematically which of the three libraries will be responsible for retaining print journal backfiles. Records are being added to the Library of Record catalogs so that the volumes will not be discarded, enabling the other libraries to make withdrawal decisions as appropriate. Vanderbilt accepted 11 titles; Kentucky adopted 6 titles; and Tennessee will retain 8 titles. Librarians considered an additional 8 titles that they removed from consideration because of minimal holdings, high use at all locations, or because only one library holds the title now. The Serials Archive now contains 99 titles.

Information Alliance Heads of Reference compiled a list of low use print reference backfiles, and shared Library of Record responsibility for some 38 titles. Kentucky will retain 4 titles, including Dissertation Abstracts. Tennessee

will keep 17 titles, including the *Subject Guide to Books in Print* and the *Thomas Register* (1907-2002). Vanderbilt will be Library of Record for 16 titles, including *Sociological Abstracts*, the *ISI Citation Science* and *Social Science* indexes, and *PTLA* (1913-1992). Government Documents counterparts previously decided that Kentucky would retain the print version *U.S. Serial Set*. The next step for reference tools will be to examine print indexes and abstracts now accessible online.

Collection management counterparts met in Knoxville on March 18, 2005 to discuss strategies for increasing unique titles and reducing duplication among Information Alliance collections. Participants shared information about their respective approval plans. The group decided, with the approval of their respective deans, to purchase a group subscription to the new WorldCat Collection Analysis Service.

Science & Technology Coordinator Ron Gilmour hosted two meetings for UT and ORNL librarians and administrators to explore areas of need and collaboration. Among the topics discussed have been digitization of and access to ORNL technical reports; electronic resources top priorities; brainstorming on potential support for the UT/ORNL Joint Institutes; and the IMLS-funded Science Links project to enable minority students to pursue and MLS while working at UT, OSTI, ORNL or Information International Associates.

***Increasing access to UT collections*** was a high priority for CDM this year. The Collection Development & Management Advisory Group identified priorities for adding records to the online catalog and to the E-Journals web page. We worked with colleagues in Library Technology Services and Technical Services & Digital Access to add catalog records for the 150,000 books included in the *Eighteenth Century Online* database, and for thousands of government publications. We linked new full text database titles to the e-journals web page as new resources were added, including the 1,811 titles in the *Directory of Open Access Journals*. Maribeth Manoff revived the "hooks to holdings" concept, exponentially increasing the chances of library users' discovery of full text, particularly resources in electronic aggregations.

CDM staff member Jayne Rogers established trials for more than 21 databases, offering the campus community a sample of content before investing resources commitment. Jayne maintained over 300 web pages with revisions of hundreds of spreadsheets and reports to support the work of subject librarians and to inform the campus community. Examples include endowment funds, additions to the Scholarly Communications Issues section, annual revisions to the journals review calendar, and update of all copyright pages.

Collection Management Coordinator Sara Williams led numerous management and maintenance projects to ensure that the collections meet faculty and student needs for currency, that the collections match records of catalog holdings, that

resources are available in appropriate formats, and costs are in line with allocations. Dale Gray, Delight Jobe, and Jami Baker assisted subject librarians engaged in the annual journals retention review, developed data to support contract negotiations with journal publishers, and synthesized data to support review and retention of journals in mathematics. A major accomplishment was retention review of Z-class materials during Spring 2005, enabling transfer or withdrawal of materials in the former Bibliographic Alcove, and freeing shelf space to reunite all Z-class materials. Librarians weeded in many areas, including PZ, A, and HF. Dale and Jami managed gifts, and Dale coordinated the ordering of replacements. The CDM team participated in a library-wide project to increase shelf space by transferring materials to the Storage collection in Hoskins. An extensive list of CDM Office accomplishments compiled by Sara Williams is included in Appendix I.

Another FY 05 goal for CDM was ***to incorporate local digitization of content into collection resources***. Subject librarians, the CDM Advisory Group, and Library Representatives identified criteria for selecting materials to be digitized locally. These include content that is useful to UT primary clientele, of interest locally or within the state, with scholarly significance, and unique to UT. Determining content value, that is, how the anticipated need justifies the cost, will be different than in the print environment. One benefit of digital resources is the potential for collecting use data to support retention. The CDM Advisory Group selected the UT *Volunteer* as a top priority, and their proposal was accepted by the Digital Library Steering Committee. Several members of the CDM Advisory Group received a UT Team Spirit Award for their collaboration on digitizing the UT College Catalogs. To support local digitization, the group allocated endowed resources towards the purchase of the DigiTool software to provide another platform for adding digital resources to the collection. DigiTool was selected for its support of image management and capability to accept self-archiving of content.

To ***preserve physical and electronic access to UT library collections*** the Preservation unit completed a collection condition survey of the rare book collection in Hoskins Library and tracked environmental conditions there with the Preservation Environmental Monitor. Preservation Coordinator Mary Ellen Starmer formed a team to prepare a proposal seeking NEH stabilization funding to install an HVAC system, improved lighting, and a fire suppression system in the Special Collections Reading Room and Rare Book Stacks. Preservation and the Preservation Advisory Group updated the library's Preservation Plan in October 2004, incorporating accomplishments, new goals, and current collection condition survey into priorities for attention.

The daily activities of Preservation, including binding, conservation, processing, and brittle book procedures, assured that library materials will be available to future generations, as well as for the present. Thanks to expertise from Library

Technology Services, Preservation staff can now print all spine labels directly from Aleph. Preservation's Elizabeth Young and subject librarians made considerable progress in retention and treatment of brittle books, keeping up with the continuing influx and making significant progress towards eliminating a decade-long backlog. During the first six months of 2005, 223 brittle books were searched; 197 were replaced, 46 with newer editions; 26 could not be replaced. Conservation accomplishments include regular encapsulation for Special Collections. The Map Library now does most of their own encapsulation with training and supplies from Preservation. Statistics for processing, conservation, reformatting, and binding are included in the appendices.

Preservation worked with the DLC to treat and rehouse materials being digitized. Coordinators identified 50 brittle books in the public domain that have high circulation rates, excellent candidates for digitization.

Renee Berube maintains the Preservation web site, including procedure manuals, and the library's Disaster Response Plan that Elizabeth Young updates every six months. Binding staff Resa Gillispie, Sara Foster, and Renee Berube worked with Mike Rogers in LTS to establish links between the library's integrated system and the commercial binding software. This new technology has greatly improved efficiency, and binding staff have been able to keep current with incoming materials. The Agriculture-Veterinary Medicine Library began preparing its own materials for the commercial bindery to streamline processing and expedite service to users. Renee was instrumental in the transition, training Ag Library staff and communicating with the bindery. Allison DeFriesse held a temporary position from March through August 2005 to expedite processing. She improved efficiency and worked with Mike to perfect the spine label system.

Preservation conducted its annual Book Doctor Clinic in November 2004. With increased publicity, the event was more popular than ever, getting a spot in the television program *Live at Five*. An entertaining way to promote preservation, the Book Doctor informs library staff and the entire community about best practices for handling and storing printed materials.

***Leading campus initiatives related to scholarly communications and institutional repository development***, the CDM team collaborated with the UT Press in co-hosting the Year of the University Press Symposium, *The Book & the Scholar*, that explored the relationships between scholars and university presses. Subject coordinators participated in the UT Scholarly Communications Committee appointed by the Chancellor, and co-chaired by the Head of CDM. The Committee drafted a resolution supporting open access to scholarly work, and will seek endorsement by the Faculty Senate in Fall 2005. The e-Forum series featured speakers on the role of institutional repositories and blogs in the scholarly community. Fall and Spring meetings of the Library Representatives included scholarly communications topics, including discussion of an action agenda.

## **Appendix I**

### **Collection Development & Management Report of Activities July 1, 2004 – June 30, 2005 by Sara R. Williams**

#### **I. Collection Assessment Initiatives [by Delight Jobe and various Subject Librarians]**

##### **A. Academic Program Reviews**

History (September) (Anne Bridges, Delight Jobe)  
Animal Science (September), (Sandra Leach, Delight Jobe)  
Plant Sciences (September), (Sandra Leach, Delight Jobe)  
Department of Finance (April) (Delight Jobe, Karmen Crowther)  
Mathematics (December-January)(Ron Gilmour, Delight Jobe)  
Economics (April-June) (Karmen Crowther, Delight Jobe)

##### **B. Accreditation Reviews**

Accrediting Council on Education for Journalism and Mass Communications (ACEJMC)  
(Jane Row, Delight Jobe) (October)  
College of Architecture and Design, NAAB (National Architectural Accrediting Board) (April)  
(Delight Jobe, Jennifer Beals)

##### **C. Other Collection Assessment Projects**

Revise the general narrative for program/accreditation reviews for the upcoming academic year (July-September) (Subject librarians, Delight Jobe)

##### **Physics Journals Project**

- a. Presentation for librarians by Dr. Sorensen, Physics Department Head, based on 2002 data from Journal Citation Reports, Journals Database, Scitation electronic usage data, and publisher page counts (July 28) (Dr. Sorensen, Teresa Berry, Linda Phillips, Sara Williams, Delight Jobe)
- b. Compile 2001 and 2003 physics journals data from Journal Citation Reports, etc. (August-September) (Delight Jobe, Jami Baker)
- c. Identify the next set of physics journals for Step 2 of the Physics Journal Project. (August-September) (Teresa Berry, Linda Phillips, Sara Williams, Delight Jobe)

Agricultural Journals Cost vs. Use Project: Identify agricultural journals, gather and analyze data. (August-September) (Sandra Leach, Maud Mundava, Jayne Rogers, Jami Baker, Delight Jobe)

Agricultural Journals Accessibility Study: Assess UT Libraries' print subscriptions and electronic accessibility to important agricultural journals by comparing core journals indexed cover-to-cover in *AGRICOLA* and *Biological and Agricultural Index Plus* against titles in the online catalog. (September) (Sandra Leach, Delight Jobe)

Biochemistry Average Book Price Study: Compile current vendor data from YBP and Blackwell, UT Libraries Average Book Price Study (1997), and selected websites to get a comparative average price for biochemistry books. (July) (Amy Davis, Delight Jobe)

Journals Data for DOCLINE Update: Create a list of journal title changes, reinstatements, cancellations, and new purchases since 1992 to serve as a guide for updating library holdings in DOCLINE. (July - September) (Tracy Luna, Delight Jobe)

Sage Journals Update: Identify UT Libraries' current journal subscriptions from Sage Publications for updating URLs on the E-Journals Page. (August) (Maribeth Manoff, Delight Jobe)

## II. General Collection Management Projects

Addition of Aleph order numbers to entries in CDM journals database (Delight Jobe, Dale Gray) (June – August)

Set up of new budgets in Aleph (Jayne Rogers, Mike Rogers) (July)

Annual journals review: Revision of journal lower priority lists and cancellation lists (Subject Librarians, CDM Office Staff) (July)

Data collection to support Information Alliance discussion of superseded reference materials (Linda Phillips, Jami Baker) (July)

Report of YBP and Lindsay & Howes receipts in class RC (Internal Medicine) to support profile changes (Sara Williams, Eleanor Read) (July)

Orientation sessions for Marie Garrett (ENGL, THEA) (Sara Williams) (August 5, 9)

Orientation sessions for Maud Mundava and Jayati Chaudhuri (September 20, 27)

Orientation sessions for Kawanna Bright and Diana Holden (September 22, October 1)

Aleph Training Session for Anne Bridges and Nick Wyman (SPCL) (September 30)

Project: for acquiring material on Knoxville author James Agee. (August - March) (Anne Bridges, Sara Williams, Delight Jobe)

Updated journals database with 2005 price data from various vendors (October-January) (Delight Jobe, Dale Gray)

Reviewed core list of AGRICOLA titles for holdings discrepancies and forwarded to Sandra Leach (Delight Jobe) (November)

Development of data to support negotiations for Springer-Kluwer subscription negotiations (October-November) (Sara Williams, Jami Baker, Beth Reith)

Development of data to support decision-making on the retention of print for Blackwell journals (November) (Sara Williams, Delight Jobe, Dale Gray, Jami Baker)

Data on historical humanities collection development to support NEH grant proposal at Baker Center (December 1-2) (Sara Williams)

Physics Journal Titles Project: 1) Develop instructions for downloading JCR data into MS Excel; 2) create spreadsheet for Kluwer, Springer, Elsevier, and AIP titles, using CDM Journals Database and JCR Data (Delight Jobe) (November-December)

Aleph Training Session for Gayle Baker (Sara Williams) (January 3, 2005)

Compare holdings of *Oxford Scholarship Online* with webcat to determine overlap (for Linda Behrend) (Jami Baker, Beth Reith)

Complete report of all current serial subscriptions (Delight Jobe) (February)  
Gobi training for Chris Durmond (Sara Williams) (March 3, 2005)

Aleph report training for Diana Holden (Sara Williams) (March 16, 2005)

Gobi training update for Maud Mundava (March 16, 2005)

Collate YBP series instructions against serials list (Jami Baker) (March)

Review and revision of prices in Serials Database in comparison with Aleph records (March-April) (Delight Jobe, Dale Gray)

Updated a spreadsheet of historical data for periodical and serial cancellations, reinstatements, and new orders for the past ten years. (March) (Delight Jobe)

Developed a report of gift subscriptions in the Journals Database in Excel format (April) (Delight Jobe)

### **III. Collections Maintenance Projects**

Data-gathering to support review and retention of journals in mathematics (Ken Wise, Jami Baker, Sara Williams) (May – August)

Inventory and Review of Children's Literature Collection (Maud Mundava, Ken Wise) (June – July)

Retention review of PZ class (Maud Mundava, Sara Williams) (June - July)

Meetings of the Compact Shelving Committee (Sara Williams) (June – December)

Updating of CDM database of storage decisions to support move of Hodges material to compact shelving in Hoskins (Dale Gray) (July-October)

Production of placards to support moving materials to compact shelving in Hoskins (Jami Baker) (October)

Review of A class journals for transfer to Storage (Sara Williams, Linda Phillips, Jami Baker) (January-February)

Weeding of HF class (Karmen Crowther, Maud Mundava, Jami Baker, Beth Reith) (January)  
Review of Z class materials (including those in the 3<sup>rd</sup> floor Bib Alcove) for transfer to Storage (Sara Williams, Linda Phillips, Jami Baker) (April-May)

Work toward discharging backlog in Preservation (Linda Phillips, Jami Baker, Sara Williams)

### **IV. Electronic Resources Projects (Jayne Rogers)**

Trials arranged:

Cataloger's Desktop on the Web; Science Resource Center; Sage Full Text Collection for Education and Psychology; Engineering Village 2 with Compendex and Inspec; Essential Science Indicators; Sage Full Text Collections: Politics & International Relations; Index to Printed Music: Collections & Series; NewsBank; CAB Direct, Version 2; ViewsWire, EIU Country Reports & Country Profiles, Executive Briefing, MLA International Bibliography, MLA Directory of Periodicals, Building Green Suite, Marquis Who's Who on the Web, Key Business Ratios, Women and Social Movements

**V. CDM Web Site (Jayne Rogers)**

Review and revision of web-based subject librarians manual (Jayne Rogers, Jami Baker) (ongoing)

Updated web-based Library of Congress Assignments by Fund, LC Class, Major Topic, Subject Group, Subject Librarian pages

Updated web-based Endowment Fund List 2004-2005

Additions to web-based Scholarly Communications Issues

Documents revised and posted in pdf format: Journals Review Calendar

Update of all copyright pages (Sara Williams, Jayne Rogers) (May 18-19, 2005)

**VI. Special Events**

UT Libraries Annual Faculty Retreat (Linda Phillips, Sara Williams) (August 17)

Site visit by Kathryn Paoletti, representative for Casalini Libri (September 16) (Sara Williams, JoAnne Deeken)

*The Book & The Scholar: A Symposium* (September 23-24) (Linda Phillips, Sara Williams, Jayne Rogers, Jami Baker)

Information Alliance Collection Management Seminar, Lake Cumberland, Kentucky (Sara Williams, Linda Phillips) (September 28-29)

Library Representatives Meetings, November 17, 2004; March 10, 2005

CDM Team Planning Meeting (December 8)

Information Alliance Collection Development Counterparts Meeting, March 18, 2005 (Linda Phillips, Sara Williams)

**VII. Staff**

Aleph Reports training (August) Delight Jobe

The Power of PowerPoint Workshop (October) (Jayne Rogers)

Sara Williams attended a meeting of the Faculty Senate Information Technology Committee, Monday, February 14, at 3:30 p.m.

Jayne Rogers, Bachelor of Science in Human Ecology, May 7, 2005

**Appendix II****Processing Statistics, 2004-2005****New Materials**

Books.....	16,633
Microfilm .....	1,231
VHS Tape .....	393
DVD.....	708
CD.....	1,886
CD-ROM .....	92
Audio Cassette .....	8
Carousel .....	0
Binding.....	15,088
Other .....	8
<b>Total</b>	<b>39,047</b>

**Old Materials**

Transfer.....	1,940
Call # Change.....	361
Call # Correction.....	158
Lost Call # .....	37
Binding Correction .....	0
Replacement Barcode.....	1,723
Replacement Microfilm Box.....	354
Replacement VHS Box .....	2
Conservation.....	537
Other .....	0
<b>Total</b>	<b>5,110</b>

**Appendix III****Conservation Statistics, 2004-2005**

Number of volumes given Level 1 conservation treatment	3,996
Number of volumes given Level 2 conservation treatment	1,268
Number of volumes given Level 3 conservation treatment	0
<b>Total</b>	<b>5,234</b>

*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 IV****Reformatting Statistics, 2004-2005**

Volumes photocopied .....	145
Volumes microfilmed .....	0
Total .....	11

**Appendix V: Commercial Binding Statistics 2004-05**

	<b>Cost</b>	<b>Number</b>	<b>Total</b>
Corrections	\$ 3.50	144	\$ 504
Custom Magazines	\$ 9.60	20	\$ 192
Standard Magazines	\$ 6.95	9,189	\$ 63,864
Newspapers	\$ 30.50	8	\$ 244
Recases	\$ 6.20	1,508	\$ 9,350
Rebinds	\$ 5.20	4,649	\$ 24,175
Rebinds - Pocket book	\$ 27.50	1	\$ 30
Theses/Dissertations	\$ 7.00	356	\$ 2,492
Phase box/archival pack	\$ 12.95		
Phase box/archival pack	\$ 18.00	2	\$ 36
Double-tray boxes	\$ 15.00		
	\$ 20.50	1	\$ 21
Special Bindings	\$ 105.00		\$
Special Bindings	\$ 75.00	2	\$ 150
Special Bindings	\$ 85.00		\$
Special Bindings	\$ 80.00	1	\$
<b>Subtotal</b>		<b>15,009</b>	<b>\$ 101,056</b>
<b>EXTRA CHARGES</b>			
Hand Sewing	\$ 4.25	4	\$ 17
	\$ 8.00	4	\$ 32
Cloth Pockets	\$ 5.00	281	\$ 1,405
Paper Pockets	\$ 3.00	64	\$ 192
Tattletape	\$ 0.25	15,185	\$ 3,796
Tattletape*	\$ 0.40	4	\$ 2
Delivery Charge	\$ 10.00	23	\$ 230
<b>Subtotal</b>			<b>\$ 5,674</b>
<b>TOTAL</b>			<b>\$106,730</b>

\*Extra Charge for double tray boxes.