

UNIVERSITY OF TENNESSEE LIBRARIES
COLLECTION DEVELOPMENT & MANAGEMENT ANNUAL REPORT
JULY 2005 – JUNE 2006

The CDM Team

Gayle Baker, *Electronic Services Coordinator*
Jami Baker, *Senior Library Associate II*
Hannah Barker, *Library Associate III*
Linda Behrend, *Collection Development Librarian*
Renee Berube, *Library Associate III*
Natalie Clewell, *Graduate Library Assistant*
Sara Foster, *Library Specialist*
Arwen Garrett, *Graduate Library Assistant*
Teresa Gillispie, *Library Specialist (until 2/1/06)*
Ron Gilmour, *Science & Technology Coordinator*
Dale Gray, *Senior Library Associate II (retired 9/30/05)*
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*

Collection development and management in a comprehensive research university encompasses an ever-widening span of activities focused on advancing teaching, learning, and scholarly communications. The CDM Team addresses this mission through the work of an energetic staff, by supporting subject librarians who conduct academic liaison, materials selection, and collection resource management, and by maintaining regular contact with library representatives. UT is fortunate to have a chancellor who understand the economics of scholarly publishing, and who supports faculty and students by providing funding to help offset the devastating effects of inflation on library collections. This year, collection managers devoted their attention to selecting increasing numbers of electronic resources, negotiating favorable pricing terms for expensive journal collections, writing a grant proposal to improve environmental conditions for materials located in the Hoskins Library rare books and stacks area, expanding scholarly publishing venues, and conducting liaison with academic departments.

The team made substantive progress toward its goals ***to support world-class research in all disciplines***. Among accomplishments were:

- To strengthen the Libraries' collection in areas of international and intercultural studies, reallocated \$50,000 to purchase database subscriptions,

and requested additional funding from the Office of the Chancellor to fulfill Quality Enhancement Plan *Ready for the World* goals.

- The Social Sciences Coordinator led a library QEP working group to implement programming and to determine collection focus related to campus international and intercultural initiatives.
- Revised newspaper collection scope statement, reviewed holdings, cancelled some microfilm subscriptions, added many new resources to an expanded web page, and created a list of additional newspaper titles needed.
- With LTS and TSDA, added catalog records for items contained in selected electronic resources, and for items contained in microform sets held by the Libraries.
- Allocated recurring \$500,000 provided by Office of the Chancellor to retain most current serials in support of student learning and to ensure faculty's competitive edge in research.
- Negotiated favorable financial terms for journal collections published by Elsevier and Springer.
- Cancelled 128 journal subscriptions, and elected online-only subscriptions for an additional 230 journals, reallocating funds to purchase new titles requested by faculty.
- Added 10 new subscriptions to electronic resources at a cost of \$85,126. A reduction in the cost of *ScienceDirect* for 2006 will offset this allocation. Used undesignated endowment funds to purchase database backfiles, and used ORNL supplementary funds to purchase journal backfiles of mutual interest to ORNL and UT researchers.
- Initiated trial access to nearly 60 databases for campus review.
- See Appendices I and II for electronic resources use data.
- To increase holdings in data sets, added two subscriptions for international numeric databases (*United Nations Common Database* and *International Statistical Yearbook*). Also purchased data from the *Economic Development 2004* survey conducted by the International City/County Management Association.
- Devoted a portion of undesignated endowments to purchase materials needed by new faculty.
- Used more than \$84,000 from the Lindsay Young endowment for the humanities to purchase a dozen specialized titles requested by UT faculty through a competitive process. Two of the purchases are particularly noteworthy because few libraries, including the Center for Research Libraries own them: *The Morgenthau Diaries* and the *Furstliche Bibliothek Corvey* (1083 non-fiction 18th and 19th century German texts). Few libraries own any section of the Corvey collection.
- The library continuing building Special Collections services and collections, allocating state funding of \$25,000 for routine purchases, so that receipts from designated and undesignated endowments could accrue for large purchases. Total funding available for Special Collections during FY 06 was \$130,514. Special Collections and CDM librarians will update the collection

scope statement during FY 07 and give particular attention to assessment of the rare books collection and preservation needs.

- Added 713 gift books to the collections

The following tables show expenditures from state and endowed funds.

**FY 2005-2006 Expenditures for Information Resources:
State Funds**

Subject Group	Approvals	Firm Orders	Periodicals	Serials	Total
Humanities		\$151,731	\$ 170,700	\$ 50,581	\$ 373,012
Social Sciences		\$97,260	\$ 555,834	\$ 20,662	\$ 673,756
Science/Technology		\$156,625	\$2,653,738	\$ 98,167	\$2,908,530
General		\$234,198	\$2,093,240	\$555,827	\$2,883,265
Total Expenditures	\$653,607	\$639,814	\$5,473,512	\$723,237	\$7,492,170

**FY 2005-2006 Expenditures for Information Resources:
Endowed Funds**

Subject	Expenditure
Humanities	\$ 261,206
Social Sciences	\$ 9,697
Science/Technology	\$ 43,198
Special Collections	\$ 33,659
General	\$ 870,391
Total Expenditures	\$ 1,218,151

To support subject librarian liaison with University academic disciplines in the performance of collection development and management services, CDM accomplished the following:

- Resumed monthly reports of lost/missing items from the collections, and distributed information to subject librarians for their consideration
- With LTS created various management reports for subject librarians from Aleph data
- Electronic Services Coordinator collaborated with TSDA staff to streamline processing. She continues to monitor the eserials account developed for group communications with vendors and librarians
- Completed program and/or accreditation reviews for the departments of Management, Educational Psychology & Counseling, and Audiology & Speech Pathology

- Experimented with the extraction of Aleph data to populate the Journals Database
- Assisted subject librarians with a review of Z-class materials, PN serials weeding and storage retention review, JSTOR titles to be considered for Storage, and weeding of duplicates in classes HG, HJ, JA, JC, and JK
- Inventoried electronic journals with paper issues in current periodicals, created spreadsheets and inventoried periodicals and research sets in microformats, and coordinated subject librarian decisions for transfers to Storage to prepare for the expansion of the Commons
- See Appendix III for a more detailed list of CDM Office accomplishments.

CDM ***advanced more effective and open systems of scholarly communications, and continued to inform and educate the campus community about new developments*** in several ways:

- The Libraries launched a digital imprint, Newfound Press, forming an Advisory Board that conducted and incorporated findings from a campus survey into the development of the Press. Other accomplishments included creation of a website, publication of a monograph, *Goodness Gracious, Miss Agnes: Patchwork of Country Living*, and discussion with several campus faculty about potential projects. Special thanks to Martha Rudolph, Marie Garrett, and Jennifer Beals for their invaluable contributions.
- The team launched *Off the Page and Onto the Web*, an essay series about scholarly communications issues.
- The UT Scholarly Communications Committee and the Faculty Senate Library Committee collaborated on a resolution adopted by the Senate in May to endorse open access principles for faculty scholarship.
- Members of the Science & Technology Group promoted open access publishing ventures such as the Public Library of Science, BioMedCentral, and the SPARC Author Addendum.
- Accepted leadership for acquiring and displaying materials for the Chancellor's Honors Bookplate Ceremony held October 31, 2005. Created a bibliography of selections that is posted to CDM Web pages.
- Hosted Alice Prochaska from Yale University (March 28) and Loretta Parham from the Robert W. Woodruff Library at the Atlanta University Center (April 11) in the library's E-Forum series.

The team **expanded Information Alliance initiatives**, as well as other collaborative activities. Among our accomplishments were:

- Some 80 titles were added to the Information Alliance Serials Archive, bringing the total to 99.
- Information Alliance collection managers started a joint subscription to the *WorldCat Collection Analysis Service*, received training, and are experimenting with the analysis of collection overlap. The goal is to use the

analysis as a benchmark for identifying areas of specialization and to track progress in reducing duplication.

- Information Alliance Art counterparts used the “Brief Tests of Collection Strength” to identify areas of emphasis in partner collections. UT added materials to strengthen holdings in African and Oceanic art, using endowed funding to supplement firm order purchases.
- The Electronic Services Coordinator convened a meeting of UT Electronic Resources Librarians on March, and with UT Health Sciences Librarians, developed a list of e-resources for joint purchase.
- The Team Leader convened the Tennessee Electronic Library Database Selection Committee to begin the state RFP process for 2007.
- The Science & Technology Group hosted a presentation by Dr. Ian Anderson from the Oak Ridge National Laboratory in April about the new Spallation Neutron Source facility.

Committed to **expanding the digitization of unique collections**, CDM contributed to the following:

- The CDM Advisory Group proposed that the Digital Library Center conduct a pilot project to digitize the *UT Volunteer* yearbook.
- The Team Leader proposed to DLC a process for incorporating the ability to add individual digital objects (such as monographs) to the collection, and to create a streamlined process that encompasses selection through catalog access.

To **preserve physical and virtual collections for future scholars**, the team led the following:

- The Preservation Coordinator submitted to NEH a grant proposal to install in the rare books stacks and reading room of the Special Collections Library an isolated HVAC system, updating lighting fixtures and controls to meet current preservation standards, and to install a dry pipe sprinkler system and alarm designed to protect rare and valuable materials. Although the proposal was not funded, we are reapplying.
- Eliminated, eradicated, exhausted the brittle books backlog
- Preservation collaborated with Ag-Vet Med Library so that Ag staff could begin binding preparation for faster turnaround and efficiency
- Collaborated with TSDA, Library Development, and Library Outreach to implement electronic bookplating
- Launched an “Adopt-A-Book” program that resulted in the restoration of two Special Collections items
- Over 40 people visited The Book Doctor who made minor repairs to personal books and referred some owners to a conservator
- Participated in the LOCKSS Alliance.
- See Appendices IV-VII for processing, conservation, and binding statistics.

Many members of the team participated in A Night at the Libraries on October 28 to conduct a used book sale and discuss the “Adopt-A-Book” program. The CDM Office hosted a used book sale for the general public on the following Saturday, October 29.

Appendix I: Top 50 Databases by Number of Requests from the University Libraries Database Menu (or client stats), by Gayle Baker

Database Name (DBID)	Sessions
Academic Search Premier	48224
Web of Science	33070
PsycINFO	28472
Medline/PubMed	28212
LexisNexis Academic	26726
Factiva	23314
JSTOR	19195
Business Source Premier	18696
SciFinder Scholar (client--from SFS stats)	17347
WorldCat	17428
ERIC	14858
Education Full Text	13162
CINAHL	11770
MLA International Bibliography	10282
PsycARTICLES	7935
New Grove Dictionary of Music and Musicians, 2nd ed.	7392
Standard & Poor's NetAdvantage	5536
CQ Researcher	5230
Biological Abstracts	5029
Communication & Mass Media Complete	5012
Literature Online (LION)	5004
Social Sciences Abstracts	4878
Literature Resource Center	4652
Oxford English Dictionary (OED)	4535
Google Scholar	4410
InfoTrac OneFile	4392
D&B Million Dollar Database	4240
Expanded Academic ASAP	3979
ScienceDirect	3898
Mergent Online (formerly FIS Online)	3859
New York Times, Historical Newspapers	3713
Classical Music Library	3499
Compendex	3493
Value Line Investment Survey Online	3488
America: History & Life	3363
Arts & Humanities Citation Index	3342
Avery Index to Architectural Periodicals	3338
National Newspaper Index	3252

Agricola	3235
Social Work Abstracts	3203
IEEE Xplore	3163
Music & Performing Arts Online	3125
Dissertation Abstracts	3085
Ingenta	3060
Wildlife Worldwide	3007
Anthropological Literature	2964
Thomson Research (formerly Global Access Disclosure)	2944
EconLit	2815
Music Index Online	2788
ComAbstracts	2632

**Appendix II: Top 100 E-journals by Full-text Article Views
Data Generated from IMLS Grant Project, by Gayle Baker**

SCIENCE	American Association for the Advancement of Science	25,992
ACS JOURNAL ARCHIVES	ACS	14,299
NATURE	Nature Publishing Group	14,181
NEW YORK TIMES (1857-CURRENT FILE)	New York Times Company	13,572
PHYSICAL REVIEW ONLINE ARCHIVE	APS	11,633
LIBRARY JOURNAL	Reed Business Information / Reviews	6,839
JOURNAL OF THE AMERICAN CHEMICAL SOCIETY	ACS	6,743
ACTA MATERIALIA	Elsevier	6,574
USA TODAY	Gannett Company, Inc.	6,066
TETRAHEDRON	Elsevier	5,488
ECONOMIST	Economist Newspaper Limited	5,414
EXPLICATOR	Heldref Publications	5,174
TETRAHEDRON LETTERS	Elsevier	4,976
AMERICAN JOURNAL OF PUBLIC HEALTH	American Public Health Association	4,498
MATERIALS SCIENCE AND ENGINEERING A	Elsevier	4,284
TIME	Time Inc.	4,112
PHYSICAL REVIEW LETTERS	APS	3,831
NEWSWEEK	Newsweek	3,663
SCRIPTA MATERIALIA	Elsevier	3,643
SPORTS ILLUSTRATED	Time Inc.	3,624
VETERINARY PATHOLOGY ONLINE	American College of Veterinary Pathologists	3,557
HARVARD BUSINESS REVIEW	Harvard Business School Publication Corp.	3,505
JOURNAL OF IMMUNOLOGY , THE	American Association of Immunologists	3,434

CELL	Elsevier	3,418
PHYSICAL REVIEW B	APS	3,363
ORGANIC LETTERS	ACS	3,283
MACROMOLECULES	ACS	3,216
CHRONICLE OF HIGHER EDUCATION	Chronicle of Higher Education	3,121
INFORMATION TODAY	Information Today Inc.	3,061
SCHOOL LIBRARY JOURNAL	Reed Business Information / Reviews	3,058
NEWS@NATURE.COM	Nature Publishing Group	2,925
JOURNAL OF THE AMERICAN ANIMAL HOSPITAL ASSOCIATION	American Animal Hospital Association	2,882
APPLIED PHYSICS LETTERS	AIP	2,845
JOURNAL OF CHEMICAL PHYSICS, THE	AIP	2,821
JOURNAL OF CHROMATOGRAPHY A	Elsevier	2,798
EDUCATION WEEK	Editorial Projects in Education	2,775
VETERINARY MICROBIOLOGY	Elsevier	2,772
BIOINFORMATICS	Oxford Journals	2,766
BUSINESS WEEK	McGraw-Hill Companies, Inc.-- Business Week	2,760
JOURNAL OF ADVANCED NURSING	Blackwell Publishing Limited	2,739
U.S. NEWS & WORLD REPORT	US News & World Report	2,728
PEOPLE	Time Inc.	2,694
ANALYTICAL CHEMISTRY	ACS	2,638
PEDIATRICS	American Academy of Pediatrics	2,604
CHRISTIAN SCIENCE MONITOR	Christian Science Publishing Society	2,592
PUBLISHERS WEEKLY	Reed Business Information / Reviews	2,523
BILLBOARD	VNU eMedia, Inc.	2,449
ROLLING STONE	Rolling Stone LLC	2,448
FORBES	Forbes Inc.	2,421
SOCIAL WORK	National Association of Social Workers	2,403
NEW YORK AMSTERDAM NEWS	Amsterdam News	2,332
COMPUTERS IN LIBRARIES	Information Today Inc.	2,243
NUCLEAR PHYSICS A	Elsevier	2,205
ANGEWANDTE CHEMIE INTERNATIONAL EDITION	Wiley	2,177
CHILD DEVELOPMENT	Blackwell Publishing Limited	2,154
POLYMER	Elsevier	2,072
FORTUNE	Time Inc.	2,055
BIOCHEMISTRY	ACS	2,054
MACLEAN'S	Rogers Media, Publishing Ltd.	2,051
JOURNAL OF MARKETING	American Marketing Association	2,024

ADVERTISING AGE	Crain Communications Inc. (MI)	1,990
VETERINARY RADIOLOGY & ULTRASOUND	Blackwell Publishing	1,990
NUCLEIC ACIDS RESEARCH	Oxford Journals	1,980
JOURNAL OF APPLIED PHYSICS	AIP	1,952
AMERICA'S INTELLIGENCE WIRE, THE		1,942
EDUCATIONAL LEADERSHIP	Association for Supervision & Curriculum Development	1,925
JOURNAL OF MOLECULAR BIOLOGY	Elsevier	1,913
NATION	Nation Company, L. P.	1,912
GALE ENCYCLOPEDIA OF MEDICINE		1,881
CHEMICAL PHYSICS LETTERS	Elsevier	1,851
NUCLEAR INSTRUMENTS AND METHODS IN PHYSICS RESEARCH SECTION A: ACCELERATORS, SPECTROMETERS, DETECTORS AND ASSOCIATED EQUIPMENT	Elsevier	1,841
STUDIES IN SHORT FICTION	Studies in Short Fiction	1,800
JOURNAL OF ORGANIC CHEMISTRY	ACS	1,756
NEW STATESMAN	New Statesman Ltd.	1,742
AMERICAN FAMILY PHYSICIAN	American Academy of Family Physicians	1,688
BIOCHEMICAL AND BIOPHYSICAL RESEARCH COMMUNICATIONS	Elsevier	1,680
LANGMUIR	ACS	1,653
LANCET	Lancet	1,650
JOURNAL OF PHYSICAL CHEMISTRY B	ACS	1,643
INTERMETALLICS	Elsevier	1,591
SOIL SCIENCE SOCIETY OF AMERICA JOURNAL	Soil Science Society of America	1,561
ASIA AFRICA INTELLIGENCE WIRE		1,549
CHEMICAL COMMUNICATIONS	RoyalSocChem	1,547
ADVERTISING AGE	Crain Communications Inc. (MI)	1,529
ADOLESCENCE	Libra Publishers Inc.	1,494
CURRENT BIOLOGY	Elsevier	1,467
NEW REPUBLIC	New Republic	1,452
JOURNAL OF CELL BIOLOGY , THE	Rockefeller University Press	1,449
LANCET, THE	Elsevier	1,444
JOURNAL OF POWER SOURCES	Elsevier	1,433
ADVOCATE	LPI Media, Inc.	1,411
FEBS LETTERS	Elsevier	1,409
JOURNAL OF NUCLEAR MATERIALS	Elsevier	1,397
NURSING	Springhouse Corporation	1,391
JOURNAL OF BIOMECHANICS	Elsevier	1,380
NUCLEAR INSTRUMENTS AND METHODS IN PHYSICS RESEARCH SECTION B: BEAM INTERACTIONS WITH MATERIALS AND ATOMS	Elsevier	1,378
SCIENTIFIC AMERICAN	Scientific American Inc.	1,376

EVOLUTION		1,370
GEOCHIMICA ET COSMOCHIMICA ACTA	Elsevier	1,361
SCIENCENOW	American Association for the Advancement of Science	1,320

**Appendix III: Collection Management Office Activities
July 1, 2005 – June 30, 2006 by Sara R. Williams**

Faculty: Sara R. Williams (coordinator), Linda Behrend
Staff: Jami Baker, Hannah Barker, Dale Gray, Delight Jobe, Jayne Rogers
Students: Beth Reith

I. Collection Assessment Initiatives (Delight Jobe and various Subject Librarians)

A. Academic Program Reviews

1. Department of Management (Delight Jobe, Karmen Crowther) (July-August)
2. Educational Psychology & Counseling (Delight Jobe, Alan Wallace) (October-December)

B. Accreditation Reviews

Audiology and Speech Pathology (Delight Jobe, Lana Dixon) (August-September)

C. Other Collection Assessment Projects

1. Developed report of journals received as gifts (Delight Jobe) (July)
2. Collection and presentation of use data for 100+ electronic resources to submit as part of the ARL Supplemental Questionnaire (November-December)
3. Test projects using the WorldCat Collection Analysis software: Mathematics, Modern Foreign Languages & Literatures, Philosophy and Religion (Linda Phillips, Sara Williams) (January-May)
4. Analysis of interdisciplinary religious materials in the University of Tennessee Libraries (Linda Behrend) (ongoing)

II. General Collection Management Projects

- A. Newspaper Working Group. Jane Row, chair. (Sara Williams) (July-November)
- B. Review of journals database procedures to take greater advantage of Aleph as a source of data (Delight Jobe) (October-June)
- C. Project for conversion of journals database to MS Access (Gayle Baker, Sara Williams, Delight Jobe, Roger Weaver, Maribeth Manoff) (November–)
- D. Annual report of online journal usage statistics for ARL (Delight Jobe, Gayle Baker) (December)
- E. Report of titles purchased from restricted funds for the Library Development Office (Sara Williams) (May)

III. Collections Maintenance Projects

- A. Review of Z class (Bibliography, Library Science) monographs to weed duplicates (Kawanna Bright, Jami Baker, Beth Reith) (July-September)

- B. Developed spreadsheets for project to identify PN (Literature, General) serials for weeding and Storage (Jane Row, Kristen Bullard, Kawanna Bright, Molly Royse, Marie Garrett, Jennifer Beals, Rita Smith, Sara Williams, Jami Baker) (August-November)
- C. Developed spreadsheets for project to identify JSTOR journal backfiles for Storage (Sara Williams, Subject Librarians) (September-December)
- D. Transfer of withdrawn materials from Hodges 310 to Carriage House (Terrel Whitaker, et al.)
- E. Inventory of Electronic Journals with paper issues in PerMic (Delight Jobe, Jami Baker, Beth Reith) (January–February)
- F. Inventories of Periodicals Microfilm and Research Sets Located in DocMic for possible transfer to Storage (Linda Phillips, Jami Baker, Beth Reith, Sara Williams, Dianne Myers, Current Periodicals Staff, Subject Librarians) (December 2005– May 2006)
- G. Development of spreadsheets to support review of the following class ranges for weeding of duplicates: HG (Finance), HJ (Public Finance), JA (Political Science, General), JC (Political Theory), JK (Political Institutions and Public Administration) (Karmen Crowther, Jane Row, Sara Williams, Jami Baker) (May 2006–)

IV. Electronic Resources Projects (Jayne Rogers)

Trials were set up for the following electronic products:

19th Century House of Commons Parliamentary Papers
Access Medicine
African-American Newspapers: The 19th Century
Allgemeines Kuenstlerlexikon/ World Biographical Dictionary of Artists
American Broad­sides & Ephemera
American Periodical Series/Historical Newspapers Cross-Search
American Periodical Series Online, 1741-1900
American Writers Series
Annals of American History Online
Annual Reviews
ArchiveGrid
Art Museum Image Gallery
Bibliography of Scholarly Italian Periodical Literature
Book Review Digest Retrospective
CAMIO
eCollections
EMBiology: 1980-2005
FedNet's recap
Gale Databases
Gerritsen Collection
Greenwood eBooks Reader
History of Science, Technology & Medicine
Humanities & Social Science Index Retrospective
IBISWorld Industry Intelligence Service
International Annual Bibliography of Congress Proceedings
International Annual Bibliography of Festschriften
International Bibliography of Book Reviews of Scholarly Literature in the Humanities & Social Sciences

International Bibliography of Periodical Literature in the Humanities & Social Sciences
International Congress Calendar Online
International Index to Black Periodicals Full Text
ISCTRC (International Security & Counter Terrorism Reference Center)
LexisNexis Statistical
Market Research.com Academic
MaterialsNetBase
Mintel Reports
MyiLibrary
NanoNetBase
Newspaper Direct Press Display
Oxford African American Studies Center
Play Index
Polling the Nations
PolymersNetBase
Proquest Historical Newspapers
Proquest Historical Newspapers - Atlanta Constitution
Proquest Historical Newspapers – Boston Globe
Proquest Historical Newspapers – Los Angeles Times
PsycCRITIQUES
Reference Suite (from Facts and File News Services)
Safari Tech Books Online
The Shakespeare Collection
Women and Social Movements
World Biographical Info System Online
World News Connection
Yearbook of International Organizations Online

V. CDM Web Site (Jayne Rogers)

- A. Provided use stats for 33 vendor sites reflecting usage for January-June 2005; updated annual stats for Jan-Dec 2004 to provide total usage for Jan-June and July-Dec 2004.
- B. Created and mounted “Faculty Honors Program” web page (March 2006)
Bibliography prepared by Linda Behrend.
- C. Created and mounted “Events” web page: March 2006

VI. Scholarly Communications & Electronic Publishing

- A. Project to Identify UT faculty who edit journals and compile information in a spreadsheet (Linda Behrend)
- B. Began posting a series of articles on scholarly communications issues to the CDM Web site (Linda Behrend, Jayne Rogers)
- C. Developed spreadsheets reflecting results obtained from Newfound Press Final Survey (Jayne Rogers) (March – April 2006)
- D. Developed design and layout for *Simplicissimus, The German Adventurer* (a new translation by the late Prof. John C. Osborne of the 17th century German novel) for the Libraries’ online imprint, Newfound Press (Jayne Rogers) (May 2006 –)

VII. Special Events

- A. Library Faculty Retreat, August 8, 2005
- B. Orientation to collection development for: Teresa Walker, Kristen Bullard (9/7-9/8) and for Minority Residents, Shantel Agnew, LaVerne Gray, and Mark Puente (9/9)
- C. UT Library Friends, "A Night At the Libraries", Friday, October 28, 6:00-9:00 p.m., with Book Sale from 7:00-9:00 p.m.
- D. Faculty Honors Reception: CDM is now responsible for organizing this event, including ordering new materials and maintaining a web site. (Sara Williams, Delight Jobe, Gail Watson, Linda Long, Mary Ellen Starmer, Linda Behrend) (October 31)
- E. Library Book Sale, Saturday, October 29, 10:00 a.m.-3:00 p.m.
- F. Library Representatives Meeting, November 9
- G. OCLC WorldCat Collection Evaluation software training, Lexington, Kentucky, November 17-18 (Linda Phillips, Delight Jobe, Sara Williams)
- H. Subject Librarians Meetings: September 29, 2005; January 18, 2006

VIII. Staff

Performance reviews were made using the new standards and forms. All staff PDQs were completely revised. (Sara Williams, October-March)

Jami Baker

1. Graduated from the University of Tennessee, July 2005
2. Hired to fill Sr. Library Associate II position, effective February 6.
3. Completed Information Alliance Journals Transfers
4. Assisted Humanities Coordinator with Lindsay Young Nominations by mailing forms, answering questions, preparing nominations lists, and photocopying packets for meetings
5. Researched Archive of Americana titles for electronic access
6. Reviewed Springer and Elsevier titles for accuracy of contract title lists
7. Assisted with training of Hannah Barker
8. Searched serials titles for binding review process
9. Reviewed and researched GENA titles for possible transfer to other funds
10. Researched Wiley titles use data
11. Initiated media collection review
12. Resumed lost/missing reports

Hannah Cox Barker was hired for the Library Associate III position (May)

Linda Behrend joined CDM July 2005.

1. OCLC WorldCat Collection Analysis "Webinar," October 13
2. Humanities Fest, March 1
3. Served at the Hodges Reference Desk (two or more hours weekly, September-June)
4. Attended MS Excel Foundation workshop, September 12-16
5. Attended WorldCat Collection Analysis "Webinar," October 13
6. Prepared Subject Guide for Religious Studies
7. Attended the Collection Development Librarians for Academic Libraries Discussion Group at ALA Midwinter Meeting in January and was quoted in a

summary of the Collection Evaluation Techniques and Tools discussion, posted to colldev-l listserv on February 16.

8. Planned, organized, and hosted a pre-conference at the joint TLA/SELA Conference in Memphis, April 5

Dale Gray retired effective September 30.

Delight Jobe

1. On call for jury duty at the Chancery Court, August 17-31
2. Participated in the Fall Break Hurricane Relief Effort Work Trip, October 13-16
3. Participated in Information Alliance WorldCat Collection Analysis Training, November 17-18, 2005
4. Attended MS Access Foundations workshop, December 5-9
5. Prepared accreditation and program reviews
6. Added content to Journals Database and generated inflation reports

Beth Reith graduated in May 2006.

Jayne Rogers

1. Attended the Collection Assessment Workshop sponsored by Tenn-Share at MTSU, Murfreesboro in July
2. Attended the "Organize Your Life Seminar" sponsored by UT Employee & Organizational Development in August
3. Performance Review Committee: July 2005 - present
4. Library Budget Subgroup Committee: June 2004 - June 2006
5. Co-Chair of Library Staff Room Committee
6. Orientation Focus Group - June 2006
7. Macromedia Dreamweaver (16 hour workshop): Oct. 24 – Nov. 11, 2005
8. UT Goal Setting Seminar - Nov. 15, 2005
9. New Performance Review Process workshop - Dec. 2005
10. Microsoft Outlook Basics training – April 27, 2006
11. Submitted and had published 3 book reviews in "Tennessee Libraries", v.54, n. 4.
12. Attended the Electronic Resources & Libraries Conference, Atlanta, GA – March 23-25, 2006
13. Career Employee Program (CEP) participant: June 2004 – June 2006. Successfully completed June 2006

Sara Williams

- A. Served on the Acquisitions Supervisor Search Committee (July-August)
- B. Attended MS Access Foundations workshop, December 5-9
- C. Attended the workshop, New Performance Review Process, December 5
- D. Resigned effective July 3, 2006 to accept a position at the University of Wyoming

Appendix IV: Processing Statistics, 2005-2006**New Materials**

Books.....	18,324
Microfilm	1,228
VHS Tape	195
DVD.....	946
CD.....	994
CD-ROM	86
Audio Cassette	1
Binding.....	15,161
Other	75
	Total
	37,010

Old Materials

Transfer.....	619 (est.)
Call # Change.....	2,487
Call # Correction.....	230
Lost Call #	148
Replacement Barcode.....	1,520 (est.)
Replacement Microfilm Box.....	325 (est.)
	Total
	5,705 (est.)

Appendix V: Conservation Statistics, 2005-2006

Number of volumes given Level 1 conservation treatment	2,384
Number of volumes given Level 2 conservation treatment	1,450
Number of volumes given Level 3 conservation treatment	12
Items sent for Etherington Conservation Center treatment	2
Total	3,848

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 VI: Reformatting Statistics, 2005-2006

Volumes photocopied	137
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Appendix VII: Commercial Binding Statistics 2005-06

	Cost	Number	Total
Corrections	\$ 3.50	117	\$ 409.50
Custom Magazines	\$ 9.60	22	\$ 211.20
Standard Magazines	\$ 6.95	9,626	\$ 66,900.70
Newspapers	\$ 30.50	3	\$ 91.50
Recases	\$ 6.20	2,212	\$ 13,714.40
Rebinds	\$ 5.20	2,756	\$ 14,331.20
Custom Rebind	\$ 8.80	1	\$ 8.80
Theses/Dissertations	\$ 7.00	421	\$ 2,947
Phase box/archival pack	\$ 18.00	1	\$ 18.00
StorPAKS	\$ 6.25	19	\$ 118.75
Special Bindings	\$ 175.00	1	\$ 175.00
Special Bindings	\$ 56.15	1	\$ 56.15
Subtotal		15,180	\$ 98,982.20
EXTRA CHARGES			
Hand Sewing	\$ 4.25	96	\$ 408
Cloth Pockets	\$ 5.00	226	\$ 1,130
Paper Pockets	\$ 3.00	66	\$ 198
Tattletape	\$ 0.25	14,342	\$ 3,585.50
Tattletape*	\$ 0.80	925	\$ 740
Delivery Charge	\$ 10.00	27	\$ 270
Subtotal			\$ 6,331.50
TOTAL			\$105,313.70

*Extra Charge for double tray boxes.