

**Collection Development & Management**  
***University of Tennessee Libraries***

**TEAM PLAN**  
**2001-02**

**COLLECTION DEVELOPMENT, MANAGEMENT, & ACCESS**

1. Expand access to digital and scholarly resources in both print and digital formats.
  - a. Collect and disseminate data describing strengths and weaknesses of the collections:
    - i. Explore new ways to distribute existing data products. [CDM Office]
    - ii. Expand use of North American Title Count data. [Collection Management Coordinator, CDM Office]
    - iii. Participate in next North American Title Count study.
    - iv. Develop capacity to design and carry out citation analysis studies tailored to needs of specific disciplines. [CM Coordinator, CDM Office]
  - b. Collect and disseminate use data about electronic resources. Data will be used to determine priorities for retaining subscriptions, to identify needs for additional databases, and to promote digital access
    - i. Design and implement a process to generate regular reports on use of electronic resources. [Electronic Services Coordinator, CDM Office]
    - ii. Design and implement a process to share data reports with subject librarians. [Electronic Services Coordinator, CDM Office]
  - c. Identify additional journal aggregator services needed to support UT research, and subscribe as possible. [CDM Advisory Group]
    - i. Prepare lists of major publishers represented by UT subscriptions. [CDM Office]
    - ii. Update electronic resources "Wish List" [Head, CDM]
    - iii. Design and carry out citation analysis studies to determine where UT researchers are publishing and where they are cited. [CDM Office and Subject Librarians]
    - iv. Compare costs of aggregator packages with existing print subscriptions. [Head, CDM]

- d. Review serial subscriptions to identify duplication across formats, update lower priority journals lists, and earmark funding for the purchase of more journal publisher (aggregator) collections. [CDM Office]
    - i. Design and carry out a multiple formats overlap study
    - ii. Revise journals review calendar for updating lower priority journals lists.
    - iii. Compare the use of Elsevier journal titles with TENN-SHARE partners and consider alternate print subscriptions. [CDM Office, Electronic Services Coordinator]
  - e. Design and implement a plan to revise collection policy statements. [Subject Groups, Collection Management Coordinator]
    - i. Form task group to decide on appropriate content and format for policy statements.
    - ii. Develop web-based template for collection policy statements.
    - iii. Mount revised policy statements on web site as completed. Provide links to appropriate subject pages.
  - f. Identify the need for links between print and electronic resources to enable maximum use of the collection and to expedite user research. [Subject Groups]
  - g. Identify subject areas for making additional purchases to improve weaknesses or build on existing strengths. [CDM Team, CDM Advisory Group]
  - h. Improve the visibility of library newspaper print and electronic collections through library web pages. [Social Sciences Group]
2. Implement projects related to electronic texts and scholarly publishing.
- a. Participate in a pilot study to provide electronic access to a scholarly association journal. [Head, CDM; Electronic Services Coordinator]
  - b. Identify needs of faculty members related to e-texts and scholarly publishing assistance. [Head, CDM; Subject Groups]
  - c. Participate in library digital initiatives, including Media Center, Digital Library Center, Electronic Academy programs, scholarly portals discussions, etc. [Head, CDM; Coordinators]

## **MARKETING AND OUTREACH**

3. Inform users about the full array of library services and highlight support for researchers. [Subject Groups, CDM Team]
  - a. Orient faculty about new ways of locating and retrieving information.
  - b. Publicize the collections and electronic content offered by the library.
    - i. Contribute to the Library News flier distributed at public service counters.
    - ii. Prepare and distribute news fliers to specific academic departments.
    - iii. Offer public awareness preservation programs to the campus community and publicize preservation accomplishments. [Preservation Librarian; Head, CDM]
    - iv. Lead and participate in library programs about scholarly communications.
  - c. Add a statement to the database page that includes the basic elements from database licenses regarding user responsibilities.
  - d. Inform UT campus about economic issues regarding scholarly communications. [Head, CDM; Coordinators]

## **PRESERVATION**

4. Conserve a greater number of imperiled materials.
  - a. Review and update the mission and name of the Preservation Matrix.
  - b. Plan and conduct a physical condition survey of the collection. [Preservation Librarian & Staff]
  - c. Develop a long-range preservation program for the library based on the physical condition survey. [Preservation Advisory Group]
  - d. Complete the update of the Disaster Preparedness Manual and make the process ongoing. [Preservation Advisory Group]
  - e. Design and implement procedures for identifying imperiled materials and for selecting among possible treatment options. [Preservation Librarian & Staff; Subject Librarians]
  - f. Continue vacuuming the stacks and increase the student hours devoted to the task. [Preservation Staff]

- i. Give particular attention to oversize materials.
  - ii. Once Hodges vacuuming is completed, begin in Hoskins
- g. Host SOLINET Book Repair Workshop in September 2001.
- h. Update CDM web pages devoted to preservation. [Preservation Librarian, CDM Office]
- i. Identify preservation needs in the humanities to prepare for participation in a future SOLINET preservation microfilm grant. [Preservation Librarian, Humanities Group]
- j. Prepare collection data needed to support a future USAIN grant proposal. [Preservation Librarian, Ag Librarians, CDM Office]
- k. Document physical conditions in Storage. [Preservation Librarian]
- l. Discuss relationship of JSTOR participation to the library's preservation program. [CDM Advisory Group]

## **SPACE AND RETENTION**

- 5. Determine the need for short and long term stack space, and make the most effective use of existing space.
  - a. Implement retention review of Hodges stacks sections identified as "stress points" in the collection growth study. [Collection Management Coordinator]
  - b. Develop a journal backfile retention plan to ease space shortages and to take advantage of national archiving initiatives. [Collection Management Coordinator]
    - i. Review JSTOR holdings to determine if all backfiles are essential.
    - ii. Incorporate the review of Information Alliance holdings in the decision-making process for journal retention.
    - iii. Expand the IRIS Serials Archive. [Head, CDM; CDM Office]
    - iv. Identify Storage candidates for withdrawal. [CDM Office]
- 6. Conduct a book sale in November 2001. [CDM Office]

## **STAFF DEVELOPMENT**

7. Recruit, develop, and retain a flexible staff.
  - a. Conduct search for Science & Technology Coordinator.
  - b. Seek approval to fill a full-time position of Art/Architecture Librarian.
  - c. Design and implement orientation curriculum for new subject librarians. Topics to include: basic collection development procedures, budget planning, use of collection data for decision making, how to design and carry out various types of collection analysis studies, etc. [Collection Management Coordinator, Subject Coordinators, Subject Librarians, CDM Office]
  - d. Design and implement a continuing education curriculum for Subject Librarians. Topics to include: basic collection development procedures, budget planning, use of collection data for decision making, how to design and carry out various types of collection analysis studies, etc. [Collection Management Coordinator, Subject Coordinators, Subject Librarians, CDM Office]
  - e. Replace the Subject Librarians Manual with a new format designed to provide both general orientation to collection development and management and answers to specific questions. [Collection Management Coordinator, Subject Coordinators, Subject Librarians]
  - f. Provide opportunities for CDM librarians and staff to participate in workshops, seminars, conference and site visits to enhance job skills. [Coordinators; Head, CDM]

## **COLLABORATION**

8. Lead and participate in activities of the Information Alliance, ASERL, TENN-SHARE, TALC, and the UT system to enhance collection resources. [Head, CDM; Coordinators]
  - a. Organize and lead UT contingent at the annual Rugby Fall Meeting of Information Alliance collection development counterparts. [Head, CDM]
  - b. Provide TENN-SHARE training. [Electronic Services Coordinator]
  - c. Serve as co-chair of TENN-SHARE Collection Development Committee. [Head, CDM]

- d. Participate in opportunities for consortial purchases. [CDM Advisory Group]

## **FUNDING**

9. Increase funding for information resources to a level comparable with UT peers.

- a. Provide reports about the collection and collection needs to the Dean of Libraries. [Head, CDM]
- b. Develop data and information products to document strengths and weaknesses of the collections and to identify possible development projects. [Head, CDM and CDM Team]
- c. Identify target amounts needed for collection funding to support UT teaching and research. [Head, CDM]
- d. Request funds for collection initiatives to support special programs (e.g. Centers), new initiatives (e.g. the Digital Library), and cooperative activities (TENN-SHARE, Kudzu, Information Alliance, TALC, etc.). [Head, CDM]