

**UNIVERSITY OF TENNESSEE LIBRARIES**

**COLLECTION DEVELOPMENT & MANAGEMENT GOALS  
2003-2004**

***Expand digital and print collections available to UT clientele through purchases, subscriptions, intellectual access, and digitization projects.***

1. Explore with library and campus colleagues the potential for establishing a Scholars Archive (institutional repository) for UT faculty members' scholarly output and communication.
  - a. Develop guidelines for adding or contributing content.  
[CDM Advisory Group]
  - b. Identify campus partners needed to support a Scholars Archive.  
[Team Leader, Coordinators]
  - c. Using the *Journal of Economic Issues* as a pilot case, determine the feasibility of adding more *JEI* volumes and/or other journal titles to the Scholars Archive.  
[Team Leader, Digital Library Center]
2. Identify content to digitize and make recommendations of highest priority titles or subject areas to the Digital Library Center Steering Committee.  
[CDM Advisory Group, Subject Groups]
3. Identify freely accessible digital library collections of potential value to UT clientele and add available cataloging records for items to the UT catalog.  
[CDM Team, Subject Groups, Technical Services]
4. Purchase or subscribe to materials needed for teaching, research, and service at a minimum level comparable to our peers.  
[CDM Advisory Group, Subject Groups]
5. Develop an enhanced suite of electronic text content and services, including electronic backfiles.  
[Electronic Services Coordinator, Subject Groups]
6. Fund the acquisition of unique primary resources in areas of regional or research priority, with particular emphasis on new faculty needs.  
[CDM Advisory Group, CDM Team Leader]

7. Build an archive of selected commercially available image collections.  
[Subject Groups, CDM Advisory Group]
8. Continue to augment Special Collections resources in areas of existing collection strength.  
[REMOVE—this belongs on SPCL goals]

***Preserve information resources acquired and/or accessed by the library.***

1. Include a component on preservation of library materials in the library's Building Basic Skills web-based tutorial series.  
[Preservation Librarian]
2. Lead Preservation Advisory Group in the development of recommendations to improve library physical conditions for the collections.  
[Preservation Librarian]
3. Conduct collection condition surveys of branch libraries.  
[Preservation Librarian & Staff]
4. Develop a long-range plan for preservation in the Libraries that incorporates collection condition data; library needs for binding, conservation, and reformatting; developments in digital technology; and national trends in preservation practices.  
[Preservation Librarian, Preservation Advisory Group, CDM Advisory Group]
5. Complete the review of the brittle books backlog.  
[Preservation Staff, Subject Groups]
6. Complete the conversion of print binding instructions for UT serials handling to electronic form using ABLE.  
[Preservation Staff]
7. Complete the development of manuals that describe binding, processing, and conservation procedures.  
[Preservation Staff]
8. Conserve a greater number of imperiled materials.  
[Preservation Staff]

***Incorporate Aleph protocols into CDM procedures, including financial transactions, data reports, and bibliographic search strategies.***

1. Request authorization from Technical Services to make materials location corrections.  
[Collection Management Coordinator]
2. Review workflow between CDM and Technical Services and streamline where possible.  
[Collection Management Coordinator, CDM Office Staff]
3. Learn to access and extract Aleph bibliographic and financial data.  
[CDM Office Staff]
4. Incorporate binding processes into Aleph and develop links with the automated binding program, ABLE.  
[Preservation Staff]
5. Learn to create book spine labels in Aleph.  
[Preservation Staff]
6. Review the process for ordering and providing access to electronic resources to take advantage of the new system.  
[Electronic Services Coordinator, Collection Management Coordinator]
7. Revise the Serial and/or Electronic Media Request Form to reflect revised order process.  
[Electronic Services Coordinator, Collection Management Coordinator]
8. Revise process and content of program reviews and accreditation assessments to take advantage of new system capabilities.  
[CDM Office Staff]

***Provide data and analysis to support Subject Librarians' knowledge of the collection and decision-making.***

1. Update collection growth study.  
[CDM Office Staff]
2. Collect data on item counts and item circulation from Horizon system.  
[CDM Office Staff]
3. Implement a journals wish list to be posted on Nas3 and, possibly, on CDM web pages.  
[CDM Office Staff]

4. Collect and disseminate data related to monograph publication trends and costs.  
[Collection Management Coordinator]
5. Develop processes for collecting, synthesizing, and posting to Nas3 data about the use of electronic resources, particularly journal aggregators.  
[Electronic Services Coordinator, CDM Office Staff]
6. Incorporate electronic resource use data into decisions about retaining or canceling subscriptions.  
[CDM Office Staff, Electronic Services Coordinator, Subject Groups]

***Conduct collection management activities to assure that the collection keeps pace with the changing, growing needs of the University community, to promote the most convenient access to materials, and to make best use of available shelving space.***

1. Complete retention review of materials located in Storage and Preservation.  
[CDM Office Staff, Subject Groups]
2. Continue ongoing retention review in relevant collection areas.  
[Subject Groups]
3. Add materials to Storage collection in Hoskins.  
[CDM Office Staff, Subject Groups]
4. Incorporate decision-making for the Information Alliance Serials Archive into the Storage retention review.  
[Team Leader, Collection Management Coordinator, CDM Office Staff, Subject Groups]
5. Review lower-priority journal lists. Begin discussions with faculty in Fall Semester regarding cancellations if funds are not received to cover cost inflation.  
[CDM Team, Subject Groups]
6. In making resource allocation decisions, consider needed content, campus priorities, and materials cost, along with current expenditure levels.  
[Team Leader, CDM Advisory Group]

7. Review options for making allocations to support networked resources. Determine viability of dividing allocations into categories of general, humanities, social sciences and science/technology.  
[Electronic Services Coordinator, CDM Advisory Group]
8. Contribute collection space data to library administration and participate in planning for future collection space needs.  
[CDM Office Staff, Team Leader, CDM Advisory Group]

***Engage in collaborative projects that increase the availability of information resources.***

1. Participate in TEL Phase 2 initiatives to increase statewide collection content and facilitate access through a union catalog and delivery service.  
[Team Leader, Electronic Services Coordinator]
2. To support collaborative collection development, establish cooperative procedures for lending media and bound journals within the Information Alliance.  
[Team Leader]
3. Provide structure, support, and oversight to follow up on ideas from Information Alliance Rugby Counterpart meetings.  
[Team Leader, Subject Coordinators]
4. Identify opportunities to support library functions such as special cataloging, materials selection in specialized areas, and web page creation through collaboration.  
[CDM Team, Subject Groups]
5. Propose a model for collaborative subscriptions to databases among all UT libraries that could be applied to other libraries serving higher education in Tennessee.  
[Team Leader, Electronic Services Coordinator]

***Seek and take advantage of opportunities for training and professional development.***

1. Develop a plan for Minority Resident introduction to CDM.  
[CDM Team]

2. For Minority Residents who have a special interest in collection development and management, identify projects that build on the Resident's subject expertise, advance CDM goals, and provide representative collection development and management experiences for the Resident.  
[Team Leader, Coordinators]
3. Participate in Aleph training opportunities.  
[CDM Team]
4. Support staff and faculty participation in internal and external workshops on job-related topics.  
[Team Leader, Preservation Librarian, Collection Management Coordinator]
5. Improve training for student library assistants.  
[Preservation Librarian & Staff, Collection Management Coordinator & CDM Office Staff]

***Publicize the library's collection services.***

1. Participate in programs that showcase the library as a cultural center.  
[CDM Team]
2. Develop public awareness messages asking library clientele to help keep library facilities clean and comfortable for humans and collections.  
[Preservation Librarian & Staff, Preservation Advisory Group]
3. Design a new bookmark to promote preservation awareness.  
[Preservation Librarian, in consultation with Library Outreach]
4. Lead and participate in campus initiatives for changing the culture of scholarly publishing.
  - a. Create a brochure for faculty outlining ways they can influence the costs of scholarly publishing.  
[Team Leader, Subject Coordinators]
  - b. Represent the University Libraries on the Provost's Committee on Scholarly Communications.  
[Team Leader, Subject Coordinators]
  - c. Offer Library facilities and Library faculty to create a forum for the discussion of scholarly publishing issues.  
[CDM Team, Subject Groups]

- d. Identify scholarly publishing benchmarks that could be incorporated into the UT Scorecard.  
[Team Leader, Coordinators]
5. Offer preservation awareness programs, such as the Book Doctor, to specific groups on the UT campus and in the community.  
[Preservation Librarian]
6. Participate in a steering committee formed by the Dean of Libraries to organize E-Forum speakers for 2003-2004.  
[CDM Librarians]
7. Request Media Services to provide web casts of E-Forum and other library events.  
[Team Leader]
8. Redesign CDM Web pages to incorporate UT design features.  
[CDM Team, CDM Office Staff]
9. Produce a monthly Preservation column for campus awareness.  
[Preservation Librarian & Staff]