

Representative Documents

Job Descriptions

UNIVERSITY OF ROCHESTER LIBRARIES
Head, Collection Development

THE UNIVERSITY OF ROCHESTER LIBRARIES

CLASSIFICATION DESCRIPTION

TITLE: Librarian III – Head, Collection Development

DATE: NEW/REVISED: Revised 5/2015 **SUPERSEDES:** **CODE:** 1707 **GRADE:** 00

SUPERVISED BY: Assistant Dean Scholarly Resource Management

Position Summary Statement:

Provides leadership and direction for the overall formulation of a comprehensive collection development and management program for the River Campus Libraries. Works closely with outreach librarians, faculty, Library administration, and University administration to ensure the best use of Library material funds in supporting the teaching and research mission of the University. Is responsible for the River Campus Libraries' \$6 million-plus materials budget, and the planning, policies, procedures, and strategies which govern an effective collection development and management operation. An in-depth knowledge of the interdependence of electronic and traditional resources, and the balance between local ownership and external access, is essential for this position. Reports to the Assistant Dean for Scholarly Resource Management.

Typical Duties:

Administration 30%

- Formulates overall collection development and management policies
- Maintains current awareness of University programs and the teaching and research needs of individual academic departments
- Allocates all material funds in consultation with constituency, Library administrators and outreach librarians.
- Establishes guiding principles to achieve the best use and balance of River Campus material funds
- Projects expenditures
- Projects price trends of serials and monographs in all formats
- Determines the data needed to produce the analytical reports for a successful and comprehensive collection development/management program
- Compiles and disseminates analytical reports
- Writes policies and procedures to guide the River Campus collection development/management program
- Serves as outreach librarian, if appropriate

Coordination 30%

- Coordinates and directs outreach librarians' collection development and management activities/responsibilities
- Works with outreach librarians to achieve balances selection/deselection strategies
- Trains new outreach librarians in collection development/management processes
- Works with outreach librarians in planning formal assessments of discrete subject collections
- Participates with the unit supervisor in contributing to outreach librarians performance evaluations by assessing outreach librarians' collection development and management activities
- Collaborates with outreach librarians in collection development activities involving academic departments
- Coordinates large purchases across disciplines
- Plans joint purchases with other institutions and consortia
- Participates with academic departments and outreach librarians in accreditation studies of UR academic departments
-

Coordination with Head of Acquisitions 10%

- Reviews and analyzes periodic fund reports
- Monitors expenditures
- Assures that the materials funds are spent by the end of each fiscal year

UNIVERSITY OF ROCHESTER LIBRARIES

Head, Collection Development

- Analyzes the effectiveness of River Campus approval plans
- Negotiates licenses and contracts
- Monitors vendor performance

Coordination with Other Library Units 10%

- Integrates and coordinates collection development-related programs with various Library units and teams
- Coordinates materials work flow with Serials and Monograph Acquisitions, Metadata and Preservation
- Works closely with the appropriate staff in collection development matters which affect the creating of policies and procedures to acquire, provide access, and maintain electronic publications for the River Campus Libraries
- Coordinates collection development activities with the Assistant Dean for Rare Books, Special Collections and Preservation, the Head of Outreach, Learning and Research Services, the Director of the Carlson Science & Engineering Library, Head of the Art and Music Library

Professional Activities 10%

- Follows current developments and improves knowledge in areas of responsibility
- Active in professional organizations
- Contributes to developments in multimedia resources & services
- Represents the River Campus Libraries at national, regional, and local organizations
-

Participation in Library-Wide Activities 10%

- Participates in library-wide planning activities
- Serves on Library-wide and University-wide committees as appropriate
- Participates in library governance with other department heads

Machines and Equipment Used:

Personal computers

Supervision and Direction Received:

Assistant Dean for Scholarly Resource Management

Qualifications:

Required:

Master's Degree in Library Science from ALA-accredited Library School
2 years post-MLS experience in academic library (public service preferred)
Experience working with computer-integrated media resources
Knowledge of current and emerging technologies and the use of multimedia in an academic and research environment
Demonstrated organizational and managerial skills
Proven evidence of strong communication and presentation skills in individual and group situations

Note: This document describes typical duties and responsibilities and is not intended to limit management from assigning other work as required.

RIVER CAMPUS LIBRARIES



Outreach Librarian, Biology/Sciences

POSITION TITLE: Outreach Librarian, Biology/Sciences

POSITION CLASSIFICATION: Library Professional II

DEPARTMENT: Carlson Science & Engineering Library

STATUS: Full-time

DATE: May 2015

POSITION SUMMARY:

The Outreach Librarian, Biology/Sciences supports scholarly pursuits of the faculty, staff, and students of the Biological Sciences and other science departments; actively participates in the research, teaching, and learning processes of assigned departments and programs; builds strong relationships with faculty and other campus professionals across the institution; provides face-to-face and virtual reference and consultation services in support of our Q&i service model; engages and collaborates with faculty, students, and staff around current and emerging digital technologies for learning and research; supports a dynamic, student-centered research environment that encourages inquiry, critical thinking, and creativity; develops high quality digital and print collections; develops an understanding of the data needs of science departments and works with the Data Librarian to meet their data management, curation, and visualization needs. The incumbent will have expertise and experience in one or more of the following areas: instructional design and delivery; assessment; scholarly communication and publishing; e-content, including e-books; intellectual property and copyright. The Outreach Librarian, Biology/Sciences reports to the Somerville Director, Carlson Science and Engineering Library.

A. Areas of Responsibility

Support for Research and Scholarship: 35%

- Provides expert research consultation and discovery services in support of learning, teaching, and scholarship.
- Applies subject and disciplinary knowledge to foster relationships with students and faculty.
- Works with faculty, students and library staff to develop projects using scholarly resources, technologies and tools supporting research and scholarship
- Provides guidance on intellectual property and copyright matters

Support for Learning and Teaching: 35%

- Provides information literacy instruction to help students develop as critical and effective users of information
- Creates effective learning objects in support of the curriculum and River Campus Libraries information literacy instruction activities
- Works with faculty to identify and integrate appropriate information resources in the curriculum
- Assists students in identifying appropriate scholarly resources related to course assignments and research

Scholarly Resources Management: 20%

- Collaborates with Scholarly Resources Management staff to develop high quality digital and print collections

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RIVER CAMPUS LIBRARIES



- Cultivates a deep understanding of the resource needs of faculty and students; regularly consults with faculty regarding library resources
- Participates in ongoing collection assessment and management activities
- Monitors collection development funds in assigned areas
- Collaborates with the Data Librarian to provide data management support

Miscellaneous Duties: 10%

- Maintains currency with library functions, resources, practices and procedures
- Participates in and contributes towards River Campus Libraries and University committees, meetings, and events
- Maintains professional collaborations with River Campus Libraries colleagues and other campus constituencies
- Contributes to the profession through active participation in conferences, associations, research, writing, etc.
- Performs other duties as assigned

B. Required Qualifications & Competencies

Specific to this position

- Post-graduate degree in the field of library and information science from an A.L.A. accredited institution, or significant expertise supported by substantial library career experience
- A degree or significant coursework in the sciences or biological sciences
- Knowledge of biology and bioinformatics resources
- Expertise and experience in one or more of the following areas: instructional design and delivery; assessment; digital scholarship; scholarly communication and publishing; e-content, including e-books; intellectual property and copyright.
- Prefer a minimum of two years' experience in an academic library environment
- Demonstrated success in working with faculty, students, and library colleagues
- Working knowledge of various assessment measurement systems
- Outstanding verbal, written, and presentation skills
- Self-starter who is comfortable with ambiguity
- Competent with a variety of technologies and devices
- Outstanding interpersonal skills and abilities and comfortable working in a team environment
- Commitment to diversity

River Campus Libraries Requirements:

- Strong commitment to building and nurturing positive relationships among users and colleagues with a proven ability to work in a collaborative environment
- Demonstrated assertiveness and diplomacy
- Proven willingness to pursue additional education and skills development to complement the learning environment reflected in a progressive academic setting
- Demonstrated organizational skills in a broad range of situations
- Collegial and contributory member of the team and of the River Campus Libraries as a whole
- User focused and committed to service excellence with all users
- Solution focused, identifying synergies and opportunities to benefit users
- Professional, organized and prepared

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RIVER CAMPUS LIBRARIES



TITLE – Senior Information Analyst (exempt)
FUNCTIONAL TITLE: Integrated Library System Coordinator
SUPERVISOR: Director of the Information Discovery Team
POSITION CODE: 1265 **GRADE:** 54
DEPARTMENT: Information Discovery Team
STATUS: Full-time
DATE: January 2016

POSITION SUMMARY:

Under the general direction of the Director of the Information Discovery Team, and in close collaboration with the members of the Information Discovery Team, the Integrated Library System Coordinator leads the development and maintenance of the Library Management System for the University of Rochester Libraries; provides technical expertise and advanced support in database management, systems analysis, applications development, and system integration for the Library Management System and related technologies that support the discovery of River Campus Libraries resources in support of teaching, learning, and research; and contributes to the development of new resource discovery systems to expose River Campus Libraries digital assets and licensed resources.

SPECIFIC RESPONSIBILITIES:

35% LMS Administration

- Manages governance, policies, and procedures of the Library Management System (currently Voyager) across a multi-campus/multi-library environment; participates in development and implementation of objectives and policies of the River Campus Library; and establishes and manages departmental procedures.
- Provides technical expertise and offers solutions and advice toward achieving optimum workflow efficiencies. Proactively seeks enhancements to Voyager functionality to improve cost effectiveness. Provides or sponsors training and/or awareness for library staff.
- Collaborates with others working in library automation to identify and assess common needs, recommend modifications to existing technologies, share tools and solutions, and keep up-to-date with professional and technical developments. Develops and maintains effective relationships with library automation vendors. Communicates needs and concerns of the Libraries to vendors and interprets the responses for library staff.
- Plans and implements complex software upgrades and new software module installations in collaboration with the Network Services Team, including defining project goals, developing a project plan, specifying tasks and timeline, and implementing the project Network Services Team. Coordinates projects (such as system upgrades and implementation of new features/components) across multiple IT departments, providing technical direction and guidance.

30% Data Management

- Oversees procedures to ensure data integrity. Facilitates extraction, clean-up, and conversion of data from the Voyager system to maximize accessibility of local metadata for use in other applications. Researches, tests, and implements software solutions for batch level record maintenance.
- Develops methods for importing, exporting and manipulating bibliographic and authority data. Coordinates and performs batch loading and batch level maintenance of records.
- Seeks seamless data exchange with campus information systems
- Uses data mining techniques to proactively support library goals and objectives.
- Designs management reports on demand and on an ongoing basis, such as financial reports,

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collection-focused use and cost analysis, ARL Statistics support, and on-demand institutional research support.

25% System Management, Development and Technical Support

- Oversees development, maintenance, and enhancement of the Voyager system, its web interfaces, and related software. Provides program specifications for new applications to serve user needs and business objectives of the Libraries. Designs and verifies all program logic for such applications.
- Provides advanced technical support to enhance and expand service to users and increase productivity of staff; researches, responds to, tracks and analyzes questions and problems from library staff in the use of Voyager and related software; determines and reconciles the causes of computer or program malfunctions, and develops creative solutions for system-related problems.
- Collaborates with Library and University IT organizations to maintain system functionality and integrity, establish and direct system best practices and operating standards, document server operations and procedures, foster interoperability of information systems, and provide technical support to staff and public.
- Collaborates with library personnel to identify, prioritize, and carry out needed Voyager system modifications and improvements. Manages system administration module to customize and manage Voyager system.

10% Professional Development

- Contributes to the organization by participating on committees both internally and externally.
- Participates in relevant professional networks related to library information technology.
- Keeps current with professional and technical developments and participates in relevant professional networks, attends and presents at relevant seminars and conferences.

LEADERSHIP & SUPERVISION:

none

MACHINES AND EQUIPMENT USED ON JOB

HP servers, storage units, and backup devices.

REQUIREMENTS:

Qualifications:

Required: Bachelor's degree in related discipline such as Computer Science or Information Technology; 3-4 years of related experience. Understanding of MARC Standards and relational database structures. Experience with ODBC tools, Perl/CGI or other web application interfaces. Familiarity with the Unix environment, SQL, HTML, XSL, JavaScript, Perl or other Unix scripting language.

Preferred: Master's degree in Computer Science or Information Technology preferred. Experience with library functions and workflows. Experience with library related information standards, eg. EDI, NCIP, SIP2, Z39.50, etc.

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UNIVERSITY OF TENNESSEE LIBRARIES

Collections Evaluation & Assessment Coordinator

University of Tennessee Libraries, Knoxville

Position Title: Collections Evaluation & Assessment Coordinator (Exempt Librarian position)

Position Summary:

The Collections Evaluation & Assessment Coordinator is responsible for designing, implementing and managing a systematic and sustainable collections assessment and evaluation program for the University of Tennessee Libraries. The Coordinator plans, designs, develops and implements library collection evaluation and assessment initiatives in close collaboration and consultation with the Libraries' collection stakeholders including the Head of Research Collections, the Head of Collections Logistics, the Research Collections Librarian for Technical Services, the Electronic Resources Librarian, and the Head of Acquisitions & Continuing Resources. The Coordinator works with Subject Librarians to evaluate and assess collections in their liaison areas, to identify their data needs, and to coordinate information about order requests, academic program review reports, and gift assessments. The Coordinator has prime responsibility for facilitating communication about and understanding of the interrelated initiatives and projects that assure Collections funds are being spent and collection management projects are successfully completed.

Responsibilities

Primary

- Responsible for designing and developing, implementing, and managing an ongoing assessment and evaluation program for the Libraries' print and electronic collections.
- Provides support for, facilitates and/or implements library collection evaluation and assessment initiatives in close collaboration and consultation with the Libraries' collection stakeholders (Head of Research Collections, Head of Collections Logistics, the Research Collections Librarian for Technical Services, the Electronic Resources Librarian, and the Head of Acquisitions & Continuing Resources).
Examples: a. Coordinates a serials/periodical cancellation project.
b. Assists the Head of Collections Logistics with a weeding/transfer project by communicating and working with Subject Librarians re. their role in the project.
- Responsible for the compilation and reporting of statistical data and working with the Libraries' Assessment Office for ongoing assessment of the Libraries' collections and collection-related programs.
Examples: a. Compiles collection usage statistics on a regular basis and make the statistics available to Librarians in a usable format.
b. Compiles and monitors statistics related to the Libraries' DDA program.
c. Provides relevant data from sources such as ILS, Alma Circulation, DDA, and vendor-supplied statistics to support collection analysis and development decisions.
- Manages the gift program/process for Research Collections and develops procedures for gift workflows.
Examples: a. Works with Subject Librarians in reviewing large gift collection.
b. Negotiates with Cataloging re. the disposition of a gift collection.
- Responsible for the development of the Libraries' report for Academic Program Reviews and Mid-Cycle Reviews.
Example: Works with a Subject Librarian on their part of the report, assuring their role with the academic department is accurately described.
- Coordinates order requests received by Research Collections.
Examples: a. Manages the "Suggest a Purchase" program.
b. Serves as the first point of contact for a Subject Librarian's request for new journal subscriptions and databases; acquires, compiles and communicates the necessary information for evaluation and purchase decisions.
- Identifies and assures the flow of appropriate information from and to Acquisitions & Continuing Resources.
Example: Manages the distribution of e-mails/communication received related to renewals, price increases, format changes, new resources, vendor/product updates, etc.
- Serves on the Libraries' Research Collections Advisory Group.
- Serves as a key member of the Libraries' assessment network.

UNIVERSITY OF TENNESSEE LIBRARIES
Collections Evaluation & Assessment Coordinator

- Attends the Subject Librarians' group meetings and Liaison meetings to contribute information related to Research Collections.

Secondary

- Assists with the management of the collections E and R funds.
- Oversees the online representation of the Research Collections Department.
Examples: a. Maintains the Research Collections Department's webpage.
b. Organizes the Department's SharePoint files.
- Assists with compiling content for the Department's "Friday Notes" newsletter.
- Assists as needed with special events and projects for which Research Collections is responsible.
Examples: a. the annual Faculty Bookplate event
b. the annual Lindsay Young Endowment Nominations

Professional Development

- Professional activities such as attending/presenting at conferences and publishing are supported and encouraged.
- Participating/engaging in continuing education opportunities are expected.
Example: a 6-weeks online course on "Fundamentals of Collection Assessment," sponsored by ALCTS in 2016

Direct Reports/Supervisory Responsibilities

- This position reports to the Head of Research Collections.
- This position supervises 1 non-exempt employee and 1 Student Library Assistant.

Qualifications (education, experience, job skills)

Required Minimum Qualifications

- MLS degree
- At least 5 years of academic library experience, three of which are related to collection development/management or technical services
- Experience with data analysis, usage statistics, and programs such as Alma Analytics
- Experience with integrated library systems
- Experience with Microsoft Office software (Word, Excel, PowerPoint)
- Experience working with vendors, publishers, and approval plans
- Supervisory experience

Job Skills

- Demonstrated ability to participate in complex projects in a team environment, meet deadlines, and to prioritize work in alignment with the service goals of the University and the Libraries
- Ability to present complex information in an understandable and usable manner
- Strong service orientation and commitment to user service and support
- Excellent interpersonal and communication skills

**Associate Director of Collection Development
Collection Development
Yale University Library
Librarian (II-IV)**

Schedule: Full-time (37.5 hours per week); Standard Work Week (M-F, 8:30-5:00)

Yale University offers exciting opportunities for achievement and growth in New Haven, Connecticut. Conveniently located between Boston and New York, New Haven is the creative capital of Connecticut with cultural resources that include two major art museums, a critically acclaimed repertory theater, state-of-the-art concert hall, and world-renowned schools of Architecture, Art, Drama, and Music.

The University and the Library

The Yale University Library, as one of the world's leading research libraries, collects, organizes, preserves, and provides access to and services for a rich and unique record of human thought and creativity. It fosters intellectual growth and supports the teaching and research missions of Yale University and scholarly communities worldwide. A distinctive strength is its rich spectrum of resources, including around 12.8 million volumes and information in all media, ranging from ancient papyri to early printed books to electronic databases. The Library is engaging in numerous projects to expand access to its physical and digital collections. Housed in eighteen buildings including the Sterling Memorial Library, the Beinecke Rare Book and Manuscript Library, and the Bass Library, it employs a dynamic and diverse staff of approximately five hundred who offer innovative and flexible services to library readers. For additional information on the Yale University Library, please visit the Library's web site at www.library.yale.edu.

Position Focus

The Yale University Library seeks an innovative librarian with an entrepreneurial ethos and a team-oriented approach to problem solving to fill a key operational position in its collection management structure. Reporting to the Director of Collection Development, the Associate Director of Collection Development will manage funds and provide oversight for collections management procedures as the library works to meet the teaching, research and learning mission of Yale University in a rapidly changing environment. The professional in this position will work with key stakeholders across the Yale University Library system, including subject specialists and staff from access services, technical services and library systems to articulate and implement collection management policies that best utilize library resources in an increasingly digital information environment.

Principal Responsibilities

1. Manage central collection development funds under the direction of the Director of Collection Development, including negotiating deals with vendors, soliciting the counsel of the Collections Steering Committee (CSC) and selectors to inform purchase decisions.
2. Implement a regular reporting structure for use of central funds to ensure transparency and compliance with university fiscal management guidelines.
3. Work with selectors, collection managers, technical services and assessment staff to devise criteria, including statistical metrics, to create a data-driven approach to inform library acquisitions and cancellation decisions.

4. Manage the internal training and education program for staff with collection development responsibilities.
5. Serve as a member of the License Review team.
6. Lead initiatives and special projects as assigned by the Director of Collection Development.
7. Represent, on occasion and as appropriate, the Yale University Library at meetings related to collection-building activities.

Required Education and Experience

Master's degree in Library Science from an American Library Association accredited Library school and two years of related experience. In selected instances, a post-graduate degree in a related discipline may be required or substituted for an MLS. Appointment to this rank is limited to three years at which time it is expected that the individual will develop necessary requirements to meet expectations of performance at the Librarian 3 level.

Required Skills and Abilities

1. Appointment at Librarian 3 requires five years of relevant professional library experience and demonstrated professional accomplishments. Appointment at the Librarian 4 level requires a minimum of eight years of relevant professional library experience and demonstrated professional accomplishments.
2. Demonstrated ability to work with an integrated library management system. Demonstrated ability to manage budgets, correspond and negotiate with vendors and publishers with regard to the acquisition of library materials.
3. Demonstrated ability in collection development methods and knowledge of academic publishing practices and trends.
4. Demonstrated ability to design and manage projects bringing them to a successful conclusion.
5. Excellent analytical skills. Excellent verbal and written communication skills and ability to work collaboratively across organizational units. Excellent quantitative skills and demonstrated proficiency in Excel.

Preferred Education, Experience and Skills

Experience working with Faculty, selecting materials and business/accounting expertise.

Salary and Benefits

We invite you to discover the excitement, diversity, rewards and excellence of a career at Yale University. One of the country's great workplaces, Yale University offers exciting opportunities for meaningful accomplishment and true growth. Our benefits package is among the best anywhere, with a wide variety of insurance choices, liberal paid time off, fantastic family and educational benefits, a variety of retirement benefits, extensive recreational facilities, and much more.

Applications consisting of a cover letter, resume, and the names and contact information of three professional references should be sent by creating an account and applying online at <http://www.yale.edu/jobs> for immediate consideration - the STARS req ID for this position is 19982BR. Please be sure to reference #19982BR in your cover letter.

Yale University

*Library Administrative Services
Administration
Development and Communication
Human Resources
P.O. Box 208240
New Haven, Connecticut 06520-8240*

*Campus address:
Sterling Memorial Library
130 Wall Street
Telephone: 203 432-1810
Fax: 203 432-1806*

Librarian for Assessment

Program Development & Research
Yale University Library
Librarian 1-3

Schedule: Full-time (37.5 hours per week); Standard Work Week (M-F, 8:30-5:00)

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Position Focus

The Librarian for Assessment provides leadership and vision for assessment, measurement, planning and analysis throughout the Yale University Library (YUL) and strives to ensure that these activities are integral parts of the Library's programs, services, and collections. The Librarian for Assessment oversees and participates in assessment efforts throughout YUL; serves as an internal consultant for data-gathering and assessment activities conducted by other Library staff; works with Library colleagues to analyze and report assessment data; represents the Library in campus, regional and national assessment efforts; evaluates the effectiveness of Library assessment efforts and how they support the mission and strategic goals of the Library and the University; and recommends ways to strengthen the Library's assessment and measurement programs. The successful applicant for this position must possess strong analytical skills, a firm understanding of Library services and work processes, and strong interpersonal and listening skills. This position reports to the Associate University Librarian for Program Development and Research.

Principal Responsibilities

1. Directs assessment efforts within the Yale University Library. Initiates assessment activities and provides consultation for assessment work done by other Library staff and departments. Promotes awareness and communication of other related assessment efforts within the Library, University, and externally.

2. Works with Library IT and other organizations within the University and external to it to gather and create tools that enable managers and staff to make data-driven decisions.
3. Works with the Director of Collection Development to research, design, and test methodologies for collection assessment appropriate to the needs of the Yale University Library.
4. Analyzes assessment-related data and communicates assessment activities and results to appropriate individuals and groups, including Library staff and the Yale campus community.
5. Develops and maintains expertise in assessment methods, techniques and best practices.
6. Establishes training and documentation programs for Library staff on use of appropriate assessment tools and methods.
7. Evaluates effectiveness of Library assessment activities on a regular basis and makes recommendations on ways to strengthen assessment work, including support needed. Develops and fosters a culture of assessment within the Library.
8. Contributes to the profession and represents the Library and the University in the academic, scholarly, and professional community. Responds to, collaborates with and participates as appropriate in other campus, regional and national assessment-related efforts.

Required Education and Experience

Master's degree in Library Science from an American Library Association accredited Library school. In selected instances, a post-graduate degree in a related discipline may be required or substituted for an MLS. Appointment to this rank is limited to two years at which time it is expected that the individual will develop necessary requirements to meet expectations of performance at the Librarian 2 level.

Required Skills and Abilities

1. Appointment to Librarian 2 requires a minimum of two years of professional library experience and professional accomplishments. Appointment at Library 3 level requires a minimum of five years professional experience and professional accomplishments appropriate to the rank.
2. Proven ability to use various database tools to provide staff with reports and information as requested, including using queries and scripting tools to display reports in web interfaces, with preference given to those with experience in a research library.
3. Proven ability to perform high-level business analytics, to interpret data, and to deliver quality analysis in a fast-paced environment, preferably within a research library environment.
4. Strong customer service orientation; excellent analytical, organizational, management, oral and written communication, and interpersonal skills. Demonstrated ability to work cooperatively with varied groups in a complex organization and to work collaboratively in a rapidly changing team environment.

Salary and Benefits

We invite you to discover the excitement, diversity, rewards and excellence of a career at Yale University. One of the country's great workplaces, Yale University offers exciting opportunities for meaningful accomplishment and true growth. Our benefits package is among the best anywhere, with a wide variety of insurance choices, liberal paid time off, fantastic family and educational benefits, a variety of retirement benefits, extensive recreational facilities, and much more.

Applications consisting of a cover letter, resume, and the names and contact information of three professional references should be sent by creating an account and applying online at <http://www.yale.edu/jobs> for immediate consideration - the STARS req ID for this position is **20111BR**. Please be sure to reference **#20111BR** in your cover letter.

Policies and Procedures



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UNIVERSITY OF CONNECTICUT LIBRARIES


Overview of the UConn Libraries' Collections Review


<http://lib.uconn.edu/find/collections/uconn-libraries-collections-review/>


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UConn Libraries


 Find


 Libraries

 Research Support

 Teaching & Learning

 Help

 Give

 Log In

[Home](#) > [Find](#) > [Collections](#) > [Overview of the UConn Library's Collections Review](#)

Overview of the UConn Library's Collections Review

We have always been committed to carefully developing and stewarding collections that support the research and learning needs of the UConn community. Drawing on metrics that are both qualitative (e.g., feedback from faculty and students) and quantitative (e.g., cost and usage data), we maintain collections that align with the research and learning needs of our community while also maximizing the value-on-investment for the Library's expenditures.

In order to continue to uphold our stewardship commitments, we are currently performing an extensive review of collections and collections-related services. The goal of the review is to evaluate collections and collections-related services in an environment characterized by scarcities in funding and ongoing increases in subscription costs. These cost increases are particularly significant for the Library's journal subscriptions, which generally exhibit inflation rates of approximately 5% each year. Many of these subscriptions are bundled in large publisher-specific packages that limit our flexibility in managing collections in ways that reflect our stewardship values.

In close consultation with faculty, students, and other members of the UConn community, we are carrying out the collections review in two phases. Phase One consisted of an [Initial Collections Review](#) that occurred during the summer and early fall of 2015. This review was designed to quickly address a projected shortfall of approximately \$300,000 in the FY2016 collections budget. Phase Two of the review consists of a [Comprehensive Collections Review](#). This phase aims to ensure that the Library is maintaining collections and collections-related services that align with the needs of the UConn community while reflecting our commitments to stewardship in an environment of scarce funding.

Both phases of the Library's collections review have been designed to be data-informed, combining qualitative metrics with quantitative data such as cost, usage, cost-per-use, and alternate coverage and access options (e.g., aggregate databases and interlibrary loan fulfillment cost). See our [Factors to Consider](#) page for additional details on the principles and metrics that inform the review.

The review will be further guided by our understanding and promotion of the evolving ecosystems through which knowledge is created, shared, discovered, and accessed. These evolutions include Open Access models of scholarship and the adoption of Open Educational Resources to enable student learning. We are also actively engaged in efforts to reduce collection costs by negotiating reduced renewal prices with publishers and vendors and by continuing our efforts to maximize the value of consortial sharing agreements.

As we carry out the review, we will update our collections review webpages while also actively consulting and sharing information with the UConn community. If you have questions or concerns, please [Contact Us](#).

[Collections Review Timeline](#)

[Collections Contacts](#)

[Collections Review: Frequently Asked Questions](#)

[Phase One: Initial Collections Review](#)

[Phase Two: Comprehensive Collections Review](#)

[Collections Review: Factors to Consider](#)

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Collections Review: Factors to Consider

<http://lib.uconn.edu/find/collections/uconn-libraries-collections-review/collections-review-factors-to-consider/>


UConn


UNIVERSITY OF CONNECTICUT





A-Z


UConn Library


 Find


 Libraries

 Research Support

 Teaching & Learning


 Help

 Give

 Log In

Search the library website

Site Search



Home

Find

Collections

Overview of the UConn Library's Collections Review

Collections

Overview of the UConn Library's Collections Review

Leisure Reading

Microform

Billie Levy Children's Book Interviews

Connecticut Artists Project

Public Records of the Colony of Connecticut, 1636-1776

Government Documents

Theses and Dissertations

Latin American Newspapers Database

Collections Review: Factors to Consider

Guided by the Library's [Purposeful Path Forward](#), the collections review is rooted in the following principles:

- Developing and sustaining access to robust and unique collections that support research and learning.
- Collaborating with the UConn community to make the best decisions.
- Acquiring collections through sustainable models and unexploitative pricing that enable the Library to maintain flexibility in collection management decisions.
- Maintaining collections that reflect an appropriate balance between disciplines and the needs of varying stakeholders in the UConn community.
- Remaining flexible enough to respond to new areas of focus in research and learning.
- Supporting a reasonable balance between commitments to monographs and subscribed resources.

To achieve these principles, the collections review is based on metrics for analysis that are both quantitative and qualitative. The quantitative metrics for analysis include:

- Acquisition cost: This is the amount (either an annual or one-time fee) that the Library pays for a resource. Year-to-year differences in cost will also be considered.
- Usage data: For journals and other resources that provide full-text article access, usage data consists primarily of monthly counts of article downloads. For other resources, usage data may include sessions, searches, views, chapter downloads, or other forms of usage. For more information on the usage data generally available for library resources, see the [COUNTER Code of Practice](#).
- Cost-per-use data: This is a calculation of value in which a subscription cost is divided by the total usage that occurred during the subscription term.
- Publication and citation data: For some resources, we are able to identify the number of times they have been published in and cited by UConn researchers.
- Alternative access: In some instances, a resource within the Library's collection may be available through an alternative means. For example, portions of a subscribed journal may be freely accessible online or available (sometimes following an [embargo period](#)) through a database that the Library subscribes to.
- Projected cost for interlibrary loan/document delivery: The Library's [Document Delivery & Interlibrary Loan](#) service helps the UConn community to obtain materials not held in the Library's collections. Based on usage data, we can often make a rough approximation of the annual cost to obtain articles from a journal via interlibrary loan/document delivery and then compare that cost against the journal's subscription cost.
- Holdings comparisons: The Library will use tools such as the [GreenGlass group](#) functionality to carrying out an analysis of monographic collections. This analysis will include in-depth comparisons with the monographic collections held by certain peer institutions.


These quantitative metrics provide a starting point for understanding the value of the Library's collections. Beyond these quantitative metrics, it is essential to fully analyze the value of collections using qualitative metrics. The qualitative metrics for analysis include:

- Descriptions and rankings from faculty and students regarding the value of resources in support of their ability to conduct research, teach, and learn.
- Overlap in subject focus and functionality with other resources.
- Changes in UConn's research areas, programs, and courses.

If you have questions or concerns, please [Contact Us](#).

SPEC Kit 352: Collection Assessment

95

 THE UNIVERSITY OF IOWA LIBRARIES

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Collection Management

The University Libraries divides responsibility for building the Libraries' collections among a number of librarians, each of whom is responsible for selecting library materials on one or more subject areas. It is the function of these collection management librarians to determine which books, periodicals, videotapes, computer files, and other information sources should be acquired by the Libraries. These decisions are made in each case on the basis of the collection management librarians' knowledge of current curriculum needs, faculty research interests, research trends in the relevant subject areas, and the strengths and weaknesses of the collections already in place. Communication between the collection management librarians and faculty is essential for the librarians to have the information necessary for their decisions.


In selecting information resources, the Libraries fully subscribes to the [Library Bill of Rights](#) issued by the American Library Association. Among other rights, this statement affirms that no materials should be excluded because of the origin, background, or views of its creators, that materials selected should reflect all points of view on current and historical issues, and that censorship should be challenged.


- [Collection Management Librarians](#) (alphabetical list by subject area)
- [Collection Management Team](#)
- [Current Resources Under Evaluation \(Trials\)](#)
- [E-book Value Statement](#)
- [Information for Donors of Gifts-in-kind](#)
- [Scholarly Publishing Guide](#)
- [Recommend a library purchase](#)
- [Selection of Library Materials Policy](#)
- [University of Iowa Libraries Open Access Statement](#) | [Opting out of the policy \(Authentication required\)](#) (access for UI Libraries' staff only)
- [Iowa Framework for Liaisons/Subject Librarians](#) (.pdf)

Special Projects


- [CIC Shared Print Repository](#)
- [JSTOR Print Journal Assessment Project](#)
- [Timeline for Print Journal Storage Project](#)


[Contact the Libraries](#)
[Library Locations & Hours](#)
[News & Events](#)
[Help Using the Libraries](#)
[Assistance for Patrons with Disabilities](#)
[Suggestions?](#)
[Staff SharePoint \(Authentication required\)](#)


[Make a Gift](#)



100 Main Library (LIB)
125 West Washington St.
Iowa City, IA 52242-1420
319-335-5299 (Service Desk)
319-335-5867 (Administration)
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Selection of Library Materials and Information Resources

The [academic mission of the University of Iowa](#) is "to advance scholarly and creative endeavor through leading-edge research and artistic production; to use this research and creativity to enhance undergraduate, graduate, and professional education, health care, and other services provided to the people of Iowa, the nation, and the world; and to educate students for success and personal fulfillment in a diverse world." One measure of the University of Iowa Libraries' strategic support of the University's academic mission is providing access to inclusive, diverse, and distinctive collections and preserving them for future scholars. The collections of the University of Iowa Libraries are a result of close collaboration and commitment by librarians, faculty, and students to build excellent library collections to support diverse undergraduate, graduate, professional and post-doctorate academic programs.

The University of Iowa Libraries divides responsibility for building the Libraries' collections among a number of librarians, each of whom is responsible for selecting library resources on one or more subject areas. It is the function of these collection management librarians to determine which books, journals, video and sound recordings, electronic resources, and other information sources should be acquired or made available by the Libraries. Selection decisions that fall under the purview of collection management librarians include decisions to:

- purchase a resource
- subscribe to a journal or database
- choose among or change formats of library resources
- [accept or decline a gift in kind](#)
- request that an online resource be cataloged or otherwise made accessible through the Libraries' web site
- withdraw materials from the collection
- cancel subscriptions
- assess materials suitable for offsite storage

These decisions are made in each case on the basis of the selector's knowledge of current curriculum needs, faculty research interests, research trends in the relevant subject areas, and the strengths and weaknesses of the collections already in place. Needless to say, communication between the selectors and the Libraries' users is essential, if the selectors are to have the information necessary for their decisions.

The general criteria used by selectors for the acquisition of information resources at the University of Iowa Libraries are listed below:

- curriculum support
- cost (ongoing or one-time)
- standard source availability (i.e., standard or "core" materials on subjects studied at the University)
- faculty research support
- graduate student research support
- subject representation (i.e., representative materials on major trends in scholarship)
- collection continuity (i.e., maintenance of strong existing collections)
- inter-institutional agreements (i.e., agreements with other academic libraries to take responsibility for collecting on particular subject areas)

To maximize limited funding, most resources will not be made available in more than one format; in general, electronic versions are preferred for journals, so long as they have reliable and perpetual access rights and meet accessibility requirements.

In selecting and making available information resources, the Libraries will comply with the copyright law and with the provisions of any licenses that are signed on behalf of the University. The Libraries will take reasonable measures to promote copyright and license compliance among its users. The selection of a resource that requires the University to agree to a license is contingent on the acceptability of the license provisions. Within the University Libraries, the acceptability of a license is determined by the Associate University Librarian with responsibilities for collections and scholarly communication or that person's designee; ultimately, approval of licenses falls under the jurisdiction of the University of Iowa Purchasing Department.

In selecting and deselecting resources, the Libraries fully subscribes to the [Library Bill of Rights](#), issued by the American Library Association. Among other rights, this statement affirms that no materials shall be excluded because of the origin, background or view on current and historical issues, and that censorship should be challenged.

December 10, 1991

revised January 2003; January 2008; March 2016

The University of Iowa Libraries

**Iowa Framework
for Liaisons/Subject Librarians**

Prefatory comments

EXCO has approved the attached framework as a guide and toolkit for librarians who serve as liaisons to academic departments, colleges and programs to take effect for the 2010 evaluation year. Liaisons, whether for collection management, reference/instruction or both, and those who supervise them (chiefly Linda Walton, Kathy Magarrell and Ed Shreeves) should use the framework as a guide in identifying priorities and specifying activities for 2010 workplans. We should emphasize that we do not expect each liaison to show accomplishments annually in each of the more than 30 items listed in this framework. You and your supervisor as always should agree on priorities based on both your individual and departmental goals and the strategic goals of the library as a whole, while keeping in mind that this document articulates a range of activities seen as appropriate to a liaison.

We also recognize that liaison responsibilities for some subjects are divided between two and occasionally more people. In an ideal world we would like to see the duties combined in one person and hope to move in that direction as much as possible, but our current organization and staffing levels make this impossible at present. It is therefore important for those sharing liaison duties to communicate with one another to ensure that all aspects of the job are covered. Some, such as the tasks enumerated under scholarly communication, might be shared, while in other cases the responsibility could fall entirely to one person. Effective communication is therefore vital.

This document also articulates for the first time some new expectations for liaisons, particularly in the section on scholarly communication. During this season's annual review and revision of job descriptions, liaisons should revise their own job descriptions with the expectations outlined in this document in mind. The framework is not intended for use during the evaluation process for 2008-2009.


4. Conduct needs assessment as appropriate and selectively measure instructional outcomes in order to ensure effectiveness of instructional initiatives.
5. Develop and manage physical and/or online learning spaces.
6. Identify areas where new online learning and digital tools can place the Libraries into the flow of teaching, learning and research, with particular emphasis on ICON, the University's course management system
7. Actively participate in the development, coordination and integration of online tools in support of teaching, learning and research.

Collection Development and Management

1. Build and manage library collections in assigned subject areas:
 - o Systematically selecting material in all formats (print, manuscripts, digital, data sets, fixed and streaming multimedia), to serve the current and future research, teaching, and learning needs of University of Iowa clientele.
 - o Building on collections of distinction that may also serve regional, national and international users.
 - o Managing collection funds efficiently, effectively and in a timely manner.
2. Strategically assess and make decisions regarding the acquisition, retention and preservation of collections.
3. Discover and recruit institutional scholarly output, research data and other content for inclusion in the University Libraries' digital collections.
4. As opportunities arise, develop and maintain relationships with dealers and donors (of both in-kind and monetary gifts).
5. Work proactively with IT, technical and access services staff on appropriate arrangement, description, cataloging and provision of access to traditional collections and electronic resources, such as *LibGuides*.


Scholarly Communication

1. Educate and inform faculty, graduate students, and campus administrators about scholarly communication issues. Examples include:
 - o Helping faculty and graduate students to understand their rights as authors
 - o Contributing content to copyright and/or scholarly communication web sites
 - o Make faculty and graduate students aware of alternative publication models in their discipline.
 - o Advocate for sustainable models of scholarly communication.
 - o Assist in the development and creation of tools and services to facilitate scholarly communication.
2. Institutional Repository (IROnline) and Digital Initiatives. Examples include:
 - o Help administrators, faculty, and students understand the role of the institutional repository in building and preserving digital collections
 - o Work with faculty and departments to promote the institutional repository as a scholarly communication tool

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JSTOR Print Journal Assessment Project

To: Faculty

From: John Culshaw and Carmelita Pickett

Date: January 21, 2015

RE: New Offsite Storage Facility Planning and JSTOR Assessment

UI Libraries continues to participate in the [CIC Shared Print Repository](#) (SPR) to mitigate our current space crisis. Shared print repository agreements allows UI Libraries and our peer institutions to responsibly withdraw large journal sets and preserve print copies at a regional repository.

The Libraries is currently in the process of planning for a new offsite storage facility. This planning will require the Libraries to consider withdrawing print collections that are replicated in our digital collections. We have determined that withdrawing JSTOR journal publications from our current offsite storage facility as a next step for managing this process. This planning also presents an opportunity to leverage existing relationships with consortium actively engaged in print preservation such as the [Center for Research Libraries](#) (CRL).

CRL is an international consortium of university, college, and independent research libraries. CRL has assembled the [JSTOR Print Archive](#) which includes over 87,081 volumes. Since UI Libraries is a member of CRL, this archive is accessible to our University community. We will assess our JSTOR holdings at the offsite storage facility against the CRL JSTOR Print Archive. We are now beginning a review of nearly 391 journal titles accessible in JSTOR. Withdrawing these titles now will help us effectively manage our long-term storage needs and mitigate the cost of relocating these titles to the new facility.

Our collection guidelines for withdrawing print journal titles will remain the same. We will withdraw print volumes for which we own content in perpetuity. We will rely on the electronic copies with the security of having the print volumes at CRL. Some journals will be retained, as the print version is still used. We will also use this as an opportunity to explore contributing to the CRL JSTOR Archive. In the future we will withdraw other JSTOR titles held across the Libraries. We will rely on our subject specialist librarians to communicate with you about journals and other collections that are candidates for CRL JSTOR Print Archive.

Additional information, including lists of JSTOR candidate titles, is available here:

[List of Print Journal Titles to be Withdrawn](#)

[Journal Withdraw Project Timeline](#)

We plan to start withdrawing selected JSTOR titles late February.

Who to contact with questions: Karen Fischer, 319-335-8781, karen-fischer@uiowa.edu



Policy: 305

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Subject: COLLECTION EVALUATION FOR PROGRAMME AND
COURSE CHANGES, ACADEMIC PROGRAMME REVIEWS,
AND RESEARCH CHAIRS

Approved by: Director of Libraries

Contact: Coordinator,
Collections Management

Approved: February 1991

Prepared by: Jan Horner
Janneka Guise
Judy Harper

Revised: December 19, 2002
September 21, 2006
September 11, 2009

POLICY STATEMENT

When academic departments add or modify courses or programmes, or undergo programme reviews, the departments should notify the Libraries. The liaison librarian for the relevant subject(s) is responsible for preparing a statement of library support, indicating whether the Libraries' collection can (or cannot) support the course or programme. Liaison librarians are expected to develop and maintain a thorough familiarity with their collections, and therefore the amount of collection analysis required will vary, depending on length of time spent as liaison librarian for that subject. This Policy contains procedures and guidelines to help the liaison librarian in this task.

After preparing the statement, the liaison librarian will give it to the Unit Head for review. The liaison librarian will then send the statement to the Coordinator, Collections Management, who will review it and contact the liaison librarian if there are any questions. The statement will then be forwarded to the Director of Libraries for review. Both the Director and the Coordinator, Collections Management, will sign the statement. In the case of Academic Programme Reviews the statement is signed by the liaison librarian(s) who prepared the statement and the Head of the relevant Unit library as well.

A copy will be made for the Collections Management files and the original document with the signed form will be returned to the liaison librarian, who will then provide it to the appropriate faculty member. The liaison librarian should make a copy for the Unit Head.

PROCEDURES

A statement is NOT required for

- re-numbering of a course
- addition of restrictions to a course
- listing of courses which are not currently offered
- changes in pre-requisites
- combining or splitting of courses
- a change in the title of a course (where the content remains unchanged)

In these cases, the liaison librarian will supply the department or faculty with the Minor Change Form (see Attachment 1), and send a copy to the Coordinator, Collections Management and the Unit Head.

A statement IS required for

Courses

- Individual courses (undergraduate or graduate, new, revised, or reactivated)
- “Topics” course being introduced as a separate new numbered course
- Certificate programmes, Faculty of Extended Education

In these cases, the liaison librarian will supply the department or faculty with the Library Statement Form (see Attachment 2).

- If the liaison librarian believes the Libraries’ collections can support the proposed course, no further documentation shall be appended to the Library Statement Form (the liaison librarian may wish to keep documentation in a personal file in the library for future reference).
- If the liaison librarian believes the Libraries’ collections cannot support the proposed course, append supporting documentation (see below) to the Library Statement Form.

New & Revised Undergraduate/Graduate Programmes

In these cases, the liaison librarian will supply the Library Statement Form (see Attachment 2).

- If the liaison librarian believes the Libraries’ collections can support the proposed programme, do not append supporting documentation (the liaison librarian may wish to keep documentation in a personal file in the library for future reference).
- If he/she believes the Libraries’ collections cannot support the proposed programme, append supporting documentation (see below) to the Library Statement Form.

Undergraduate/Graduate Programme Review

In these cases, the liaison librarian will supply the appropriate template (see Attachment 2) as described below.

The Periodic Review of Academic Programmes instituted by the Faculty of Graduate Studies in 2001, and then for Undergraduate Programmes in 2005 involves a review of the Libraries' ability to continue to support graduate and undergraduate programmes in each departmental subject area at the University of Manitoba [see University Policy 429]. The Libraries' response, although similar to other reports as described above, must follow more specific guidelines delineated in the Template for UML Responses to Graduate Programme Reviews (Attachment 3) and the Template for UML Responses to Undergraduate Programme Reviews (Attachment 4). It should be noted that any programme for which the Libraries already prepares a report for accreditation purposes will not be subject to an Academic Review.

Canada Research Chairs

To be completed if an assessment is requested by the Canada Research Chair. Liaison librarians are encouraged to contact Canada Research Chairs in their subject areas when appointed, to determine if they have any library needs.

GUIDELINES

1. Forms & Signatures – The liaison librarian will use one of two forms, depending on the type of evaluation being done. Both are available on the Collections Management Web page <http://www.umanitoba.ca/libraries/units/collections/>
 - a. Minor Change Form (Attachment 1): use when a statement is not required. No signatures are necessary.
 - b. Library Statement Form (Attachment 2): use when a statement is required for courses, new and revised programmes, and Canada Research Chairs. Note: the Undergraduate and Graduate Programme Review templates have a Library Statement Form incorporated into them.Signatures required: For courses, new and revised programmes & Canada Research Chairs (2), for Undergraduate and Graduate Programme Reviews (4).
2. Sufficient Time - Departments are required to give *one month's notice* for library statements regarding course changes and *six month's notice* for new programme proposals. Collections Management will help the liaison librarian complete the statement in time.
3. Documentation - Requests from faculty for evaluations should include forms (see Attachments 5 and 6) and course outlines.
4. Brevity – Keep statements and supporting documentation brief and to the point.
5. Vigilance – Be vigilant concerning course/programme changes in your area of responsibility.

SUPPORTING DOCUMENTATION

Where additional explanation or analysis is required, supporting materials may be appended to the Library Statement Form and may include:

Introduction – The first paragraph should be a strong introduction and should clearly state whether the Libraries have or do not have sufficient resources to support the proposed course. Clearly indicate the funding required to bring the collection up to an adequate level. If sources of funding exist, they should be named, whether budget or gift funds.

Collection Measures – Some methods of gauging a collection's appropriateness may include: volume counts (comparison with peer institutions), bibliographic checking, database searches, and journal lists. Collections Management staff will assist with this work given sufficient time.

Analysis – The statement should provide a report on the measures selected. Results of checking lists should be interpreted using the "UML standards for list checking" (Appendix 5 in the UML Collection Assessment Guidelines, 1999

http://www.umanitoba.ca/libraries/units/collections/assessment_guidelines.html#Appendix%205 ; see Attachment 7). Where appropriate, results should be separated by format: monographs, serials, maps, audio-visual, etc. Consider what might these results reveal about the age or language of the collection; the importance of serials versus books to the discipline; and the need for multiple copies or various editions.

Other Factors – Where appropriate, comment on the anticipated course enrollment, the proximity of library resources to primary users and/or the accessibility (hours of operation, etc.), whether the course is offered online, whether interdisciplinary subjects are involved.

RESPONSIBILITIES

Responsibility of the Liaison Librarian

- a. Submits to an academic department, upon request, an assessment of the UM Libraries' ability to support the resource needs of a proposed new or revised course/programme. Submits upon request, an assessment of the Libraries' ongoing ability to support academic programmes.
- b. Notifies the department immediately if not enough time has been allowed to properly assess the resource needs of the proposed course/programme.
- c. Indicates to the department when the assessment can be finished.
- d. Consults with the department to discuss the proposal, to identify any special needs for the course or programme, and to agree, if needed, upon a bibliography to use in assessing library support.
- e. In cases where the Libraries collections cannot support the proposal:

- seeks cooperation with appropriate librarian(s) in assessing resources held and needed for cross- or interdisciplinary courses/programmes;
 - seeks advice from Unit Head and/or Coordinator of Collections Management on any particular problems associated with the assessment;
 - submits a draft of the assessment statement to the Unit Head.
- f. Completes the assessment within the time period indicated, recognizing that a short period of time is necessary for review by the Coordinator, Collections Management and the Director of Libraries. If there appears to be a problem with completing the assessment within the time period, contacts the Coordinator, Collections Management for advice and assistance.
- g. Submits the assessment to the Collections Management Coordinator including a statement, if necessary, of the funds needed to improve the Libraries' support for a new course or programme.
- h. Upon request of a department/faculty/school, meets with outside reviewer(s) of a proposed new programme or programme review.
- i. When the Extended Education Division proposes a course or certificate programme with the intention of having students use the resources of a library outside the University of Manitoba Libraries, obtains written confirmation from the Library Head that the library concerned has the necessary resources and is willing to make them available to University of Manitoba students.

Responsibility of the Unit Head

- a. Acts as resource person for liaison librarians when applicable.
- b. Confers with Coordinator, Collections Management on any particular problems associated with curriculum change or with proposal assessment.
- c. Relays information on curriculum change from the Coordinator, Collections Management to the appropriate staff.
- d. Acts in the capacity of liaison librarian when applicable.
- e. Reviews statements prepared by liaison librarians in the unit for the Undergraduate Programme Review and Graduate Programme Review, and signs them. Reviews statements prepared by liaison librarians in the unit for curriculum change.
- f. Upon request of a department/faculty/school, meets with outside reviewer(s) of a proposed new programme or programme review.

Responsibility of the Coordinator, Collections Management

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Collection Evaluation for Programme and Course Changes, Academic Programme Reviews...

http://www.umanitoba.ca/libraries/directors_office/images/305_Policy.pdf

- a. Regularly attends meetings of the Senate Course Changes and Curriculum Committee. Relays information from these meetings as well as information from the Director of Libraries regarding the Faculty of Graduate Studies' Program and Planning Committee meetings to the appropriate Unit Heads.
- b. Informs Unit Heads in the event that a new programme approved by one of these committees is subsequently rejected at a higher level.
- c. Serves as a resource person to Unit Heads in all aspects of assessment for new courses/programmes including those at a graduate level.
- d. When requested, coordinates joint efforts between library units in assessing resource needs for cross- or interdisciplinary courses/programmes.
- e. Upon request of a department/faculty/school, meets with outside reviewer(s) of a proposed new programme. Invites appropriate Unit Heads and liaison librarians to attend meeting.

Responsibility of the L.A. IV, Collections Management

- a. Schedules the work related to the Graduate and Undergraduate Programme Reviews.
- b. Gathers guidelines and information, and generates data for the liaison librarians preparing the Graduate and Undergraduate Programme Reviews.
- c. Checks bibliographies or lists, compiles tables, and helps the liaison librarian prepare the final version of the report for the Graduate Programme Reviews.
- d. Ensures that all the signatures are added to the Library Statement Form for the Graduate and Undergraduate Programme Reviews, and that the report is delivered to the appropriate liaison librarian on time.

Responsibility of the Director of Libraries

- a. Regularly attends meetings of the Faculty of Graduate Studies' Program and Planning Committee. Relays information from these meetings to the Collections Management Coordinator.

[Attachment 1 - Minor Change Form](#)

[Attachment 2 – Library Statement Form](#)

[Attachment 3 - Template for UML Responses to Graduate Programme Reviews](#)

[Attachment 4 - Template for UML Responses to Undergraduate Programme Reviews](#)

[Attachment 5 - Undergraduate course form \(supplied by faculty\)](#)

[Attachment 6 - Graduate course form \(supplied by faculty\)](#)

[Attachment 7 - UML Standards for List Checking](#)

305.6



**PROPOSAL FOR THE INTRODUCTION, MODIFICATION OR REACTIVATION
OF UNDERGRADUATE COURSES**

Faculty/School: Click arrow to select Department: Click arrow to select

This course is to be: Introduced ☐ Modified ☐ Reactivated ☐

Previous Course No. (for modified, or reactivated courses)

Proposed Course No. (for introduced course)

Course Level: 1000 ☐ 2000 ☐ 3000 ☐ 4000 ☐ 5000 ☐

Course Subject: Is this a new subject area? Yes ☐ No ☐

Credit Hours Grading Mode: Letter Grades ☐ Pass/Fail ☐

Long Title: (Limit of 90 characters)

Short Title: (Limit of 25 characters)

Effective Term: Click to select Fall/Winter ☐ Summer 1/Summer 2 ☐

Language of Instruction: English ☐ French ☐

Course Description (Current): (For modified or reactivated course)

Course Description (Proposed): [as it will appear in the calendar]

Is a laboratory required? Yes ☐ No ☐

Reason for Change:

If this change leads to changes in programs in your own unit, or in other faculties, provide supporting documentation as noted in the Guidelines.

Signatures:

Department Approval: _____
Print Name Signature Date

Faculty/School Approval: _____
Print Name Signature Date

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http://www.umanitoba.ca/libraries/directors_office/images/305_Policy.pdf

Courses that may not be held for credit with this course:

NOTE: Please include all applicable previous course numbers below. [Must also be included in calendar course description]

Prerequisites:

Pre- or Corequisites: (Prerequisites that may be taken concurrently)

Corequisites: (Courses that must be taken concurrently)

Other Information: [To be used by the Office of the University Secretary only.]

Will this course be available to students in other faculties/school? Yes ☐ No ☐

Please indicate which, if any, of the following attributes should apply to this course:

Canadian Studies ☐ Women's Studies ☐ University 1 course ☐ Option in Aging Course ☐

Is this course intended to satisfy : Written English Requirement ☐ Mathematics Requirement ☐

NOTE: If there are other course attributes that should be applied, please contact the Registrar after the course has been approved. Supporting documentation must be included.

TO BE COMPLETED FOR ALL COURSES INTRODUCED OR MODIFIED AS APPROPRIATE
(See Guidelines)

The following items are attached to and form part of this proposal:

☐

Course outline

Format: list lecture, laboratory and tutorial hours per week; provide an outline of topics covered in lectures; and include a brief description of laboratories, tutorials and assignments. Identify required textbook(s) if applicable. *Note: No more than one page in length.*

☐

Statement from subject librarian(s) as to library resources

Note: The library must be provided with a course outline as described above. As well, the proposing unit and the subject librarian should discuss and agree upon the bibliography to be used in assessing the strength of the library's collection in the field. The library will need at least one month notice of course proposals, and six months notice of program proposals, in order to prepare its statement.

☐

Statement of additional costs, workload, and/or supplies

☐

Statement(s) from other Departments, Faculties or Schools of possible overlap

☐

Statement(s) from other Departments, Faculties or Schools on possible changes in their programs

☐

Revised Program Descriptions for all programs using this course

☐

Additional documentation

Page 2

Attachment 6



PROPOSAL FOR COURSE INTRODUCTIONS

UNIT NAME <input type="text"/>	PREPARED BY <input type="text"/>	Date Approved by unit Faculty Council <input type="text"/>
-----------------------------------	-------------------------------------	---

COURSE TO BE INTRODUCED

PROPOSED COURSE NUMBER	COURSE TITLE	CREDIT HOURS
<input type="text"/>	<input type="text"/>	<input type="text"/>

ABBREVIATED COURSE TITLE (Maximum 15 characters)

GRADING MODE

Letter Grades ☐

Pass / Fail ☐

PROPOSED NEW CALENDAR DESCRIPTION

(Including any pre- or co- requisites. Must not exceed 4 lines, 75 characters per line)

STATE REASONS FOR THE INTRODUCTION OF THE NEW COURSE

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EXPECTED ENROLLMENT _____

COURSE OFFERING CYCLE - eg. "yearly," "every two years," "as needed"
(Provide explanation if not yearly)

DURATION OF DELIVERY

Weeks/Terms _____

Hours per week _____

REQUIRED OR ELECTIVE COURSE (indicate degree program)

IS THERE ANY ADDITIONAL COST IN TERMS OF STAFF, FACILITIES OR EQUIPMENT?

(If yes, a statement from the Budget Dean must be appended) Yes ☐ No ☐

TO BE APPENDED FOR ALL COURSES INTRODUCED

☐ Course Outline

Format: A short description of the intent of the course with concise and accurate statements of the main topic or conceptual areas to be covered. Clarify the nature of the course, such as whether it is theoretical or practical, laboratory, seminar, or other form. Identify required textbook(s) (if applicable). Include a statement on Academic Dishonesty and a breakdown of the the course is evaluated.

☐ Letters of support (if necessary, from units perceiving duplication or overlap)

☐ Library Resource Statement

Note: The library must be provided with a course outline as described above. As well, the proposing unit and the subject librarian should discuss and agree upon the bibliography to be used in assessing the strength of the library's collection in the field. The library will need at least one month notice of course proposals, and six months notice of program proposals, in order to prepare its statement.

SIGNED APPROVAL

HEAD OF DEPARTMENT

CHAIR, FACULTY GRADUATE COMMITTEE

BUDGET DEAN

DATE OF UNIT FACULTY COUNCIL APPROVAL

course_introduction-v3.pdf
July 2008

Appendix 5

UML Standards for List-Checking

When checking a bibliography or citation list against UML holdings, use the following table to determine the assessment level.

Number held	Level
95% - 100%	5
80% - 94%	4
65% - 79%	3c
50% - 64%	3b
30% - 49%	3a
6% - 29%	2
1% - 5%	1
0	0

Assessments will be based on the Total holdings of all UML libraries. Where more than one library holds the same subject, this information should be noted in the comments area. An indication of which library has the primary responsibility or collection should be noted, if appropriate.

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Collections and Journals Cancellation Review 2014

In consultation with the University Library Committee and the Departmental Library Representatives, the NCSU Libraries is preparing for FY 2014/2015 cuts to the collections budget of approximately \$750,000 – about 7.5% of the 2013/2014 allocation. Projected budget reductions from the university, combined with expected inflation for journals and databases of \$550,000 (at a 7% annual inflation rate), necessitate preparations for steep reductions to the collection.

A **comprehensive review process** that included input from faculty, staff, and students has identified 628 journals for cancellation (effective as of January 2015) and 34 databases (termination varies depending on renewal date). Current paid subscriptions to these resources will be cancelled pending final budget confirmation; this list includes some journals and databases where cancellation is dependent on publisher negotiations.

[> List of Journals to be Cancelled](#)
[> List of Databases to be Cancelled](#)

Further cuts to the Libraries budget may result in the cancellation of additional databases and all 914 journals included in the review, including the 263 journals saved from cancellation based on campus input and overall usage.

While the review process has gathered as much data as possible to try to minimize the relative impact of collections cuts, reductions of this magnitude will result in the cancellation of important journals and databases that will have a lasting impact on the ability of the Libraries to meet the research and teaching needs of the university.

An **FAQ** is available that addresses a number of potential questions about the collections review including the Libraries' commitment to document delivery for canceled titles, moving journal titles to electronic only to realize savings on subscriptions, and the timeline for the overall process.

If you have strong concerns about journals and databases included in this list, please **contact us**. Please see the **2014 Collections Review website for more information**.

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Suggest a Purchase
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Collections and Journals Review Process

<http://www.lib.ncsu.edu/collections/collectionsreview2014/process>

We used a three-tiered ranking system based on the important to your research and teaching: 1 - **Top Priority**, 2 - **Medium Priority**, 3 - **Low Priority**. Select the appropriate rank for each title in your areas of interest. There is no need to select a ranking for titles that are not relevant to your areas of interest.

At any time during the review process feel free to **contact the Libraries** with questions. Librarians will also be happy to visit departments to talk further about the process and answer your questions.

Results of Campus Feedback List - April 15, 2014

The Collection Management Department compiled the feedback received and shared results with the campus community. A revised list of cancellations will be distributed for comment in mid-April; this list will include both journals and databases. The proposed list of database cancellations will first undergo thorough review by subject specialists librarians. This comment period will end on **May 7, 2014**.

Final List of Cancellations - May 12-16, 2014

The final list of cancellations will be posted by the Libraries and University Library Committee in late May.


Execution of Cancellations - July-August, 2014

By August 1, the Libraries will have a final list of titles and will submit these to our serials agents for cancellation.

Questions

If you have questions, please **contact us** and check out our **FAQs**.

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Explanatory Notes and Factors to Consider

When reviewing the *list of journals proposed* for cancellation, you will have several data points available to you as you review the list. Below are some tips on understanding what you are seeing and how this data should influence your decisions.

Title

Journal titles listed in the proposed cancellation list represent **paid subscriptions**. Through consortial partners such as **TRLN**, the NCSU Libraries has license agreements with several publishers that allow us access to a broader selection of titles (a.k.a. non-subscribed titles) beyond our subscribed list. Typically, after cancelling a subscribed title the Libraries will maintain electronic access to the subscribed years/backfiles of a title. However, if we cancel or decide to not renew a collection of journals, we may lose all access to the additional non-subscribed titles. In cases where a journal is available as open access, feedback is requested specifically for our paid subscriptions of these journals (which could be for print, print+online, or online only formats). If we were to cancel the paid subscriptions, we would rely on the open access versions of these journals and include them in our catalog and content discovery tools. However, when considering whether or not to wholly rely on the open access version of a journal, it is important to take into account the sustainability plan of the open access journal, any embargo periods of open access journals ("delayed open access"), as well as the extent to which the journal makes its content open access (e.g., "hybrid open access" or "partial open access").

Call Number

The call numbers listed follow the Library of Congress classification scheme and represent specific elements such as subjects and author/publisher identifiers.

Publisher

The publishers listed are the most current known providers of the journals.

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NORTH CAROLINA STATE UNIVERSITY LIBRARIES

Explanatory Notes and Factors to Consider

<http://www.lib.ncsu.edu/collections/collectionsreview2014/factors>

Format

The format can be in one of three configurations: online-only subscription, print-only subscription, and a combination of print + online subscription. The format is often determined by the subscription model, which differs from publisher to publisher. In some instances, the publisher requires that the Libraries subscribe to both the print and electronic versions of a title at a combined cost when the electronic version is not available as a separate subscription. Even when the electronic version can be purchased without the print, there may be little, if any, cost savings. With some publishers, online access comes "free" with a print subscription. Other publishers provide a small savings (usually 5-10%) for online-only access. It should be remembered that the savings from moving to online-only subscriptions and cancelling the print counterpart can only be realized once. While switching to online-only subscriptions eliminates some costs of processing print materials (e.g., receipt and processing, shelving, binding, circulation, stacks maintenance), new costs are created (licensing, cross-resource linking, maintaining and troubleshooting access). In making the decision to subscribe to online-only resources, the Libraries will evaluate whether there is a reliable archiving model such as LOCKSS and/or Portico in place for a title before cancelling the print format.

Downloads

These counts represent the number of Full-Text Article Downloads, as reported by publishers according to COUNTER Codes of Practice. The electronic usage download data is provided for the years 2011, 2012, and 2013. Not all publishers provide electronic usage data, therefore, some titles will have a null value. It's also important to remember that print-only subscriptions will not have data for "Downloads" - the usage for print-only journal subscriptions will have a null value.

Unit Price

Unit Prices listed reflect the individual subscription cost for a journal and may not reflect the actual cost of a journal when it is part of a package. High cost of a journal should be weighed against importance to the NCSU community and other factors.

Subject

Each journal is assigned to a broad disciplinary group based on Library of Congress subject designations.

Impact Factor

From the Institute for Scientific Information's (ISI) Journal Citation Reports database, the journal impact factor is the number of cites in a particular year (e.g., 2012) to articles published in the two preceding years (e.g., 2011 and 2010) divided by the number of

published articles in that same time period (2011 and 2010). If a journal is not indexed by ISI, there will be no journal impact factor.

Cited by NCSU authors (most recent 5 full years of available data)

This data shows the total number of citations to journals by NCSU authors summed over 2008-2012. If the Institute for Scientific Information (ISI) does not index a title, then there will not be a value in this field. This does not mean that the journal has not been cited, it simply means that this data is not available from ISI. This value could be a good indication of a journal's relevance to subject areas in which NCSU researchers are publishing. This data comes from **LJUR** (Local Journal Utilization Report) data that is developed by the Institute for Scientific Information (ISI).

Publications by NCSU authors (most recent 5 full years of available data)

This data shows the total number of articles written by NCSU authors summed over 2008-2012. If the Institute for Scientific Information (ISI) does not index a title, then there will not be a value in this field. This does not mean that no NCSU authors have published in a given journal, it simply means that this data is not available from ISI. This data can indicate relative importance of journals in terms of research and publishing activity. It comes from the **LJUR** (Local Journal Utilization Report) data that is developed by the Institute for Scientific Information (ISI).

Local Journal Utilization Report

The Local Journal Utilization Report (LJUR) is a statistical database listing the frequency with which an institution's researchers publish in journals indexed in Web of Science, and the frequency with which they cite journals and other works (theses, government reports, etc.) in their publications. These frequencies are calculated annually. Each article from approximately 8,500 journals indexed by Web of Science is searched for author affiliation. If any of the authors list North Carolina State University as their address, their article is included in the NCSU LJUR data.

The NCSU Libraries uses the LJUR data to provide an estimate of the importance of research journals to the NCSU community. When listing journals for the serials review, the NCSU Libraries includes the data from the last five available years of the LJUR in two categories: number of publications by NCSU authors and number of citations by NCSU authors. Along with price data and other local holdings, the LJUR data helps the community to assess the importance of specific journals to NCSU research.



Guiding Principles for Collection Management and Development

- The teaching, learning and research activities of UR faculty and students are at the center of our activities.
- Our current collections reflect the University's current courses, curriculum and research.
- Our special collections support study, teaching and advanced research and document the history of our University and community, guided by a policy available [online](#).
- We base our decisions on evidence from the University's Office of Institutional Research:
 - o enrollment and faculty size
 - o research grants
 - o external standards and trends
- We actively manage our collections, aiming to strike a balance between well planned collection development, curation and demand driven acquisitions.
- The reading and research practices of our community are changing as more books and resources are published online. We recognize that print materials continue to be important for some disciplines, even as readers discover new formats.
- We steward our print collections with care, acquiring and retaining only one copy unless demand requires more.
- We are mindful of the costs of maintaining and preserving physical and digital collections.
- We are committed to the ongoing assessment and adaptation of our strategy and procedures.
- We look for opportunities to collaboratively collect and share collections/resources within the Libraries, with University partners and beyond.
- We actively support deep collaborative relationships with faculty and with student groups regarding our collections.

HA/3/27/15

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ILL data

LC Classes

Liaison

Licensing

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Patron Driven Acquisitions

Reserves and Blackboard

Stacks - Rush Rhees

Subscriptions

Usage

Evaluation

Content under development.

To evaluate our collection, we may wish to compare it against the collections of other schools. The following libraries are recommended for high level comparisons...

[Brown University](#)

[Case Western University](#)

[Vanderbilt University](#)

[Washington University at St. Louis](#)

For a subject specific comparison, select schools you know have strong collections in the discipline and that are recognized by your faculty.

- [Carnegie Classification](#)
System for classifying colleges and universities in the US. Use it to identify groups of roughly comparable institutions

LC Class and Call Numbers

- [LC Classes and librarians responsible for Rush Rhees Stacks](#)
To be used for collection review, questions, etc.
- [Library of Congress Classification Outline](#)
Identify that pesky call number range for, what was the subject?
- [LC Linked Data](#)
Use this page to search the LC Classification by keyword. Useful to identify which LC Classes apply to a subject or area study.

Use GreenGlass to compare your collection to groups of libraries

- [Green Glass Tips and Help for outreach librarians](#)

Use GreenGlass to compare our print collections to groups of local, New York State and regional academic libraries, or view a snapshot of our print collection as it was in 2014. During Summer 2015, collections librarians completed data sheets using GreenGlass to accompany their annual **Collection Snapshot** updates.

GreenGlass is a web application that allows single libraries and library groups to explore and visualize their collections in the context of peer libraries.

Contact Helen Anderson regarding access to GreenGlass.

- [What can GreenGlass tell us about our collections?](#)
handout from March 2015 drop in session
- [List of comparator libraries and groups used in first GreenGlass instance](#)
- [Key to Voyager locations used in GreenGlass](#)
- [GreenGlass tutorials](#)

Using Worldcat Expert Search to compare your collection to peer collections

Sometimes you need to compare part of the collection (e.g. dance, or film) to another library. While we can use GreenGlass to compare our collections to peers, we cannot focus in on individual libraries.

Even without fancy tools like the OCLC Collections Analysis Suite, we still can do some pretty spiffy comparisons of our print collections using the expert search function in Worldcat!

Years ago, at the Charleston Conference I attended a session about the then Worldcat Collection Analysis tool (known in 2016 as the OCLC Collections Analysis Suite). I also attended a session on how librarians at the College of Charleston were using plain old Worldcat to compare their collections to those of their peers. Their handout and power point slides were very specific about how to do it.

Since then, several successful humanities budget requests have included supporting documentation using these methods:

- [U Rochester cheat sheet for Worldcat Expert Search](#)
- [How Different are You? College of Charleston Presentation at the 2007 Charleston Conference](#)
Powerpoint includes precise detail on how they used Worldcat expert search to compare their collection to others. First steps Decide which libraries you want to compare to, verify that their holdings are well represented in Worldcat and list the LC class numbers you want to zero in on. We'll be posting a cheat sheet soon.
- [OCLC Conspectus](#)
Spreadsheet maps LC Class numbers to Dewey numbers, if needed.
- [LC Classification Outline](#)
Looking for a call number range?

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GreenGlass Data Input Sheet

Data Input Sheet		Notes
Tip 1: Start by going to the Box folder "Collections Snapshots 2015" and look for templates, instructions, a link to GreenGlass and other data.		
Tip 2: The items on this template are organized based on the order of the steps you will take in Greenglass. For each line, set up the query and type the number of "Matched" results below in column B "Items" according to the instructions. The data you input here will magically be presented in the "final" worksheet.		
Tip 3: Remember to re-set earlier settings to "no restriction" before adjusting your query for the next item		
1. Header Information		
Type your subject here		
LC Class: TP		Classification Outline. If the online outline isn't detailed enough, ask Kostya or Marcy if you can borrow the print books from the shelves near Kostya's desk.
Locations Analysed: CarlsonStacks, CarlsonOversize, Carlson Reference, All Annex/Offsite locations Stakeholder Departments/programs: Chemical Engineering		These are the standard locations that we are analysing this year. You may want to look at Rare Books but let's make that a separate project.
2. Size of collection: Use Greenglass to identify and record the number of "Matched" items in each location	Items	Do a GreenGlass query for each of these locations to identify the total number of books in each location. The percentages should fill in themselves.
a. Carlson Stacks		
b. Carlson oversize		
c. Carlson Reference		
d. All Annex locations		
3. Age of collection: Tick all locations and LC Classes that you are analysing. Record the number of "Matched" items in each category	Items	Start by creating a query for the LC ranges you are interested in and limit it to all of the locations listed in the previous section. Then limit by publication date as indicated in the notes for each cell below.
a. Publication Year after 2009		Publication year between 2010 and 2014
a. Publication Year after 2004		Publication year between 2010 and 2014
a. Publication Year after 1999		Publication year between 2010 and 2014
d. Publication year between 1950-1999		Publication year between 1950 and 1999
e. Publication year between 1900-1949		Publication year between 1900 and 1949
f. Publication year before 1924 all locations (in public domain)		Publication year before 1924
4. Compared to other libraries: Start by setting "Edition Matching" to "any edition." Retain settings for all locations and LC Classes that you are analysing. Record the number of "Matched" items in each category	Items	section. It won't affect the HathiTrust comparisons (these are made directly against the HT catalog) but it gives the most accurate data for all other comparisons which ARE made against OCLC records.
a. US holdings more than 99		Set edition matching to "any edition" and set US holdings to "more than 99"
b. US holdings less than 26		Set edition matching to "any edition" and set US holdings to "less than 26"
c. US holdings less than 6		Set edition matching to "any edition" and set US holdings to "less than 6"
d. Rochester area equals 0		Set edition matching to "any edition" and Rochester Area to "fewer than 1"
e. CRL and Linda Hall more than 0		Set CRL and Linda Hall to "more than 0"
f. Publication Year before 1924 AND HATHITRUST set to "Items NOT held in HathiTrust"		Set publication year to "before 1924" and HATHITRUST to "Items NOT held in HathiTrust"

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GreenGlass Data Input Sheet

g. HATHITRUST set to "Items in HathiTrust - Public Domain ONLY"		Set HATHITRUST to "include items that meet the following criteria: "Items in HATHITRUST – Public Domain ONLY"
h. HATHITRUST set to "Items in HathiTrust - In Copyright Only"		Set HATHITRUST to "include items that meet the following criteria: "Items in HATHITRUST – In Copyright ONLY"
5. Overall Circulation Start by setting "Location" to include only the main circulating locations for this discipline (eg. CARLSTACK, RHEESSTACK, ARTSTACK, and/or POA STACK, etc.). Here we look at charges for items added to the collection first since the inception of Voyager in 1997 and then in 5 year chunks. Record the number of "Matched" items in each category.		
a. Total Items		
b. Recoded Uses equals zero		
c. Added after 1999		710
d. Added after 1999 AND Recorded Uses equals zero		244
e. Added after 2004		413
f. Added after 2004 AND Recorded Uses equals zero		196
g. Added after 2009		185
h. Added after 2009 AND Recorded Uses equals zero		129
6. Distribution by LC Class: Optional. Use this area creatively to analyse part(s) of the collection as you see fit. Here is a link to the LC Classification Outline: http://www.loc.gov/catdir/cpsd/lcco/ . Add lines and columns as needed. It will be incorporated into the "final" worksheet later on.		Use your creativity here. Bring circ data in if you like.
a.		
b.		
c.		
d.		
etc.		
7. Expenditures on books and subscriptions (3 year average FY 12 through FY 14). Look for this data in the GreenGlass folder "Other Data Sources:" https://rochester.box.com/s/md7bpv5jorynwlyx40vfqhs0mhpjtko7 .		
a. monographs expenditures per CAR data	expenditures data drawn from CAR group spreadsheet "3 years allocations for monographs and expenditures for serials" cover FY12 through FY 14 Saved in Box in the GreenGlass folder "Other data sources"	
b. serials expenditures per CAR data	use the latest "Serials payment statement" to get this information. Isolate the total charges to the fund for the discipline you are describing here.	
c. Approximate number of active subscriptions in FY14 (to estimate this from Serials payment statement - scan title list for your fund and subtract number of duplicate payments from the total number of lines for your fund).	Estimate drawn from serials payment statement. Select the fund for your discipline then count the number of unique titles paid for in this 12 month report.	
d. Cost of DDA titles triggered April 2014 through May 2015	Saved in Box in the GreenGlass folder "Other data sources"	
e. Number of DDA titles triggered		
8. Key specialized licensed databases and online resources Type the brief names of the key subject specific licensed databases and online resources for this discipline.		
9. NOTES: What does the data tell us? What does it not tell us? What data would you like be able to gather easily in the future?		

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GreenGlass Annotated Spreadsheet for Chemical Engineering

Annotated Spreadsheet			Notes
Chemical Engineering			List the name of the snapshot or the list of the subject that you will cover in this document.
LC Class analysed: TP			If you don't know all the relevant LC Class numbers, Google "LC Classification Outline." If the online outline isn't detailed enough, ask Kostya or Marcy if you can borrow the print books from the shelves near Kostya's desk.
Locations Analysed: CarlsonStacks, CarlsonOversize, Carlson Reference, All Annex/Offsite locations			
Stake holder departments/programs: Chemical Engineering			
DATA FROM GREENGLASS (print books only):			
Size of collection:	items	% of total	Do a GreenGlass query for each of these locations to identify the total number of books in each location. The percentages should fill in themselves.
a. Carlson Stacks	2,367	61%	
b. Carlson oversize	1	0.03%	
c. Carlson Reference	156	4%	
d. All Annex locations	1,350	35%	
Total	3,874	100%	
Age of collection:			
a. Published 2010-2014 (most recent 5 years)	139	4%	
b. Published 2005-2014 (most recent 10 years)	331	9%	
c. Published 2000-2014 (most recent 15 years)	543	14%	
d. Published 1950-1999	2,743	71%	
e. Published 1900-1949	516	13%	
f. Published before 1924 all locations (in public domain)	189	5%	
g. Average no. of titles added per calendar year (2010-2014)	28	1%	
Compared to other libraries: Please fill out the calculations listed below and add any others that interest you.			
a. In HathiTrust Public Domain	449	12%	
b. In HathiTrust in copyright	1,975	51%	
c. At the Center for Research Libraries (CRL) (any edition)	2,944	76%	
d. Held by 100 or more US libraries (any edition)	2,866	74%	
e. Held by 25 or less US libraries (any edition)	217	6%	
f. Held by 5 or less US libraries (any edition)	35	1%	
g. Unique in the Rochester area (any edition)	2,649	68%	
h. Published before 1924 and not in HathiTrust	34	1%	
Overall Circulation			
a. Total items	2,367	100%	
b. Items with no recorded uses since initial Voyager load in 1997	2,270	96%	
c. Added between 2000 and 2005	297	100%	
d. Added between 2000 and 2005 with no recorded uses	48	16%	(added after 2000-01-01 AND recorded uses = 0) MINUS (added after 2005-01-01 AND recorded uses = 0)
e. Added between 2005 and 2010	228	100%	
f. Added between 2005 and 2010 with no recorded uses	67	29%	(added after 2005-01-01 AND recorded uses = 0) MINUS (added after 2010-01-01 AND recorded uses = 0)
g. Added after between 2010 and 2014	710	100%	
h. Added after between 2010 and 2014 with no recorded uses	244	34%	
Expenditures on books and subscriptions (3 year average FY 12 through FY 14)			
a. total allocation/expenditures	\$79,789	100%	

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GreenGlass Annotated Spreadsheet for Chemical Engineering

Annotated Spreadsheet			Notes
b. book expenditures (firm orders only)	\$5,331	7%	expenditures data drawn from CAR group spreadsheet "3 years allocations for monographs and expenditures for serials" cover FY12 through FY 14 Saved in Box in the GreenGlass folder "Other data sources"
c. subscription expenditures	\$74,458	93%	use the latest "Serials payment statement" to get this information. Isolate the total charges to the fund for the discipline you are describing here.
d. Number of active subscriptions in FY14	35		Estimate drawn from serials payment statement. Select the fund for your discipline then count the number of unique titles paid for in the 12 month report.
e. Cost of DDA titles triggered (April 2014 through May 2015)	\$0	0	Saved in Box in the GreenGlass folder "Other data sources"
f. Number of DDA titles triggered	0		
Key specialized licensed databases and online resources			Which key databases would be important for a new librarian to know about
IEEE Xplore, Web of Science, ACM digital library, Compendex			
NOTES:			Anything else you would like to say about this data snapshot. Eg. What did you find most interesting?
Most of the funds go to the online subscriptions. Carlson holds a large number of old Chem			

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GreenGlass Annotated Spreadsheet for Chemical Engineering

Chemical Engineering		
LC Class analysed: TP		
Locations Analysed: CarlsonStacks, CarlsonOversize, Carlson Reference,All Annex/Offsite locations		
Stake holder departments/programs: Chemical Engineering		
DATA FROM GREENGLASS (print books only):		
Size of collection:	Items	% of total
a. Carlson Stacks	2,367	61%
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g. Average no. of titles added per calendar year (2010-2014)	28	1%
Compared to other libraries: Please fill out the calculations listed below and add any others that interest you.		
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e. Added between 2005 and 2010	228	100%
f. Added between 2005 and 2010 with no recorded uses	67	29%
g. Added after between 2010 and 2014	710	100%
h. Added after between 2010 and 2014 with no recorded uses	244	34%
Expenditures on books and subscriptions (3 year average FY 12 through FY 14)		
a. total allocation/expenditures	\$79,789	100%
b. book expenditures (firm orders only)	\$5,331	7%
c. subscription expenditures	\$74,458	93%
d. Number of active subscriptions in FY14	35	
e. Cost of DDA titles triggered (April 2014 through May 2015)	\$0	0
f. Number of DDA titles triggered	0	
Key specialized licensed databases and online resources		
IEEE Xplore, Web of Science, ACM digital library, Copepndex		
NOTES:		
Most of the funds go to the online subscriptions. Carlson holds a large number of old Chem Engin publications with low usage. We can think about weeding the old materials.		

Sharing Collection Data

1.G. Library and Learning Resources

Governance and Administration

The University of Georgia Libraries is an ARL member institution with a collection of over 4 million titles and 5 million volumes which support the myriad of research and study conducted at one of the major research universities in the southeast. In collections spending, the University of Georgia Libraries ranks 46th out of 115 ARL libraries. Consistent support since FY10 as part of the University's library collection budget re-building project has resulted in a steady increase from 2009. The Library has strongly supported and partnered with the School of Music by funding the acquisition and maintenance of music materials in a variety of formats, providing comfortable and outstanding facilities, and providing a large staff dedicated to the collection, acquisition, cataloging and circulation of music materials.

The University of Georgia Libraries maintains one of the most significant music collections in the Southeast region. The music collections are comprised of two parts: the Music Research Collection of print books, scores, and periodicals located in the Main Library on North Campus, and the Music Library, a limited local resource collection and location of all music audio/visual materials except LP sound recordings, located in the Hugh Hodgson School of Music. Both collections are under the general supervision of the Head of Music Collections, who is a member of the Libraries faculty and the music bibliographer responsible for all issues of collection management and operations.

Collections and Electronic Access

Materials for the music collections in the University of Georgia Library are selected to meet the needs of general students, Music majors and the Music faculty. The acquisition policy for music materials is very broad and allows for the purchase of all styles and types of music from the traditional classical masterworks to representative examples of contemporary popular music styles and world music. The policy also covers acquisition of the following print score formats: full scores, miniature scores, scores with up to 9 parts, piano reductions of vocal and concerted works. A major exclusion in the policy concerns the acquisition of multiple copies of choral works or full sets of performance parts for orchestra or band. The choral, orchestra, and band departments acquire performance materials and maintain individual libraries for their respective areas.

Acquisition of traditional print books is equally broad covering all the major aspects of music history and performance, ethnomusicology, popular music history and criticism, music theory, music business, computer applications in music, etc. Books with accompanying materials, audio/video or computer software, are purchased on a regular basis and are housed in the Main Library. Music computer software is acquired more selectively.

The Library currently maintains an approval book plan with Yankee Book Peddler (YBP), a score approval plan with Theodore Front and a CD approval plan also with Theodore Front. Detailed profile parameters have been established with these vendors so that books, scores and CDs which meet the collection criteria are automatically shipped to the Library. In addition, the Librarian and the Music Library Supervisor regularly review publisher catalogs for materials not received through approval plans to

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ensure that the majority of scholarly and popular book in English, as well as a significant number of International and foreign language music publications are examined. After careful consideration, those materials which support the programs of study in music as well as related fields are added to the collection.

In addition to print books the Library provides access to ebooks via individual title purchases, patron-driven loan and purchase options, and ebook packages. The ebook titles added under the patron-driven model are titles which may not have been added as print titles but are added to the catalog so that they are readily available to students. The Library pays a rental fee and potentially a purchase fee based on the books usage. The Library is able to make available and consequently purchase ebooks which would not have been purchased from the regular music funds, thus increasing the books available to faculty and students. The ebook packages have been provided by GALILEO and have been multi-disciplinary packages which have included music. The most recent package purchased in 2015 provides over 1,000 titles which relate to music. These titles are added to the online catalog and made available to University of Georgia patrons.

The music librarian regularly solicits purchase recommendations for all formats and genres from the faculty through announcements at faculty meetings, in-person meetings with faculty and email correspondence. Faculty can submit purchase requests for materials needed for particular classes as well as materials core to their area of study and research. Both faculty and students submit requests directly to the music librarian and the Music Library Supervisor or submit their requests through an online form on the Library page to "Suggest a Purchase" (<http://library.uga.edu/colldev/order.html>). As a result of the collection efforts of Library staff the collection is comprehensive and varied in both subject and format.

Title Counts of Music Materials

Material Type	Total at end of FY 2015	Total at end of FY 2013	Added in last 2 years
Scores (Call # M)	81,237	77,036	4,201
Books (Call # ML)	34,579	32,898	1,681
Books (Call # MT)	7,773	7,480	293
Compact Discs	36,314	33,809	2,505
LPS	16,298	16,298	0
Video (VHS, DVD, Laser Disc)	1,466	1,460	6
Serials/Periodicals	171	N/A	NA
Collected Works/Continuations	136	N/A	NA

Online Resource/Electronic Access

The UGA Libraries provides access to over 540 subscription online databases for myriad of subjects and disciplines. The majority of these databases are funded entirely or partially by the University of Georgia Libraries; a significant number are funded or partially funded by the State of Georgia and made available to the higher education community in Georgia. Online music resources include a wide range of materials types such as dictionaries and encyclopedias, periodical indexes, full text databases and streaming audio. Subscriptions relevant to the School of Music and funded entirely by the UGA Library music allocation include:

- Oxford Music Online (contains Grove Dictionary of Music, Oxford Dictionary of Music, Oxford Companion to Music)
- Gove Dictionary of American Music
- Grove Dictionary of Music Instruments
- Oxford History of Western Music
- IPA Source (Phonetic transcriptions and translations of operatic arias and art song texts)
- RILM Abstracts of Music Literature (1967-present)
- International Index to Music Periodicals (IIMP)
- Music Index
- RISM Series A/II: Music Manuscripts after 1600
- NAXOS Music Library (NML)
- American Song
- Contemporary World Music
- Smithsonian Global Sound for Libraries

In addition to these music-specific resources, many of the Libraries' online indexes and full-text resources are cross-disciplinary in nature and frequently used in music research, such as JSTOR, Arts and Humanities Citation Index, Humanities International, Humanities & Social Sciences Index and Films on Demand. In addition, many online resources in subject areas such as education, psychology, history and business are extremely useful for research in music history, education, therapy, business and ethnomusicology.

Personnel

The UGA Libraries has a large number of highly trained and qualified librarians, classified staff, and student assistants responsible for the development and maintenance of the music collections. The Head of Music Collections and the Head of Music Cataloging are both librarians and hold masters' degrees in library science and music. The Head of the Music Collections is responsible for the acquisition of library materials, group library instruction and individual consultation, and library promotion and outreach. The School of Music Library supervisor holds a Ph.D. in music. In addition to teaching classes in the School of Music he oversees the daily operations of the School of Music Library, including the supervision of a classified staff member. This staff member works the circulation desk and oversees 4 to 5 student

assistants who work approximately 60 hours per week. The Head of Music Collections and the School of Music Library supervisor share supervision and prepare annual evaluations for this position jointly.

The Head of Music Cataloging is responsible for both the cataloging of music materials and for supervising three classified staff members who assist with the cataloging of music materials. These staff members possess bachelors' degrees and significant knowledge and experience working with music materials.

The UGA Libraries funds both of the librarian's salaries and all but one of the classified positions. The Hugh Hodgson School of Music provides funding for the full-time Music Library Supervisor. The Federal Work-Study program or funds made available through the Main Library provide student assistant's wages.

Services

The Main Library Collections, which includes the vast majority of music books and scores, is available 109.5 hours per week during the following hours during the regular school term. Reference services are available for a majority of the hours the library is open: in person via the reference desk, or virtually via email, telephone, or instant messaging (online chat) service. Music students and faculty often contact the Music Librarian or Music Library supervisor directly.

Main Library General Collection Hours (During Term):

7:30 am - 2:00 am, Mon – Thu
7:30 am - 9:00 pm, Fri
10:00 am - 7:00 pm, Sat
1:00 pm - 2:00 am, Sun

The Hugh Hodgson School of Music Library which houses the compact discs, DVDs, videos and select music scores and books is open 72 hours per week during the following hours. The Music Library supervisor is often available during the day to answer questions, as is the Library assistant who has a degree in music and has worked circulation in the Main Library.

Hugh Hodgson School of Music Library (During Term):

8:00 am - 10:00 pm, Mon-Thu
8:00 am - 5:00 pm, Fri
1:00 pm - 5:00 pm, Sat (Closed home football game days)
2:00 pm - 5:00 pm, Sun

The music collections are available for use to all members of the University community. Residents of the State of Georgia also have access to the collections and can obtain limited circulation privileges.

Bibliographic access to the complete cataloged holdings of the Main Library research collection and the majority of the materials in the Music Library of the Hugh Hodgson School of Music is available through GIL (Georgia Interconnected Libraries), the Libraries online catalog, and through the Multi-Search, a discovery tool which allows users to search the online catalog and over 130 databases simultaneously for books, scores, CDs, streaming audio and journal articles. The user experience has become a priority in the design of search tools and the University of Georgia has customized the public interfaces of the GIL, the Libraries online catalog and the Multi-Search discovery tool. Features such as faceting and limits make it easier for music students to limit search and/or results to specific formats such as books, scores, sound recordings, streaming audio and videos.

Several options are available to the University community for obtaining materials not available in the University of Georgia Libraries collections. Users can search the Universal GIL Online Catalog, a consortial catalog for 35 public universities throughout Georgia, and request books and scores using a service called GIL Express. Items can be delivered directly to the School of Music Library within a couple days of the request. The same Universal Borrowing agreement allows faculty and students visiting one of these public universities to check out selected materials on site. The University of Georgia Libraries also maintains a consortial agreement with Emory University which allows University of Georgia faculty and students to check out select materials on site.

Interlibrary Loan remains a significant service for obtaining materials not owned by the UGA Libraries and the primary method for obtaining journal articles not owned by the UGA Libraries. This service allows users access to materials both nationally and internationally.

Music graduate students are required to take a bibliography course introducing them to significant resources in their discipline. Historically, the bibliography course for graduate music students has included one or two sessions during the course. These sessions highlight core online music resources and instruction on searching skills which can be applied to online resources in general. The University of Georgia does not require an orientation to the library or proficiency in library skills of its undergraduate students, but instructors can request sessions which will be customized to the needs of their students. Whether in person or via email, faculty are regularly made aware of opportunities for custom library instruction that can be integrated into a class or seminar.

Numerous online instructional and help pages have been created to assist both undergraduates and graduate students with the research process and with effectively using library resources (<http://www.libs.uga.edu/undergraduates/index.html>; <http://www.libs.uga.edu/graduates/index.html>; <http://www.libs.uga.edu/researchguide/index.html>). Instructional opportunities often occur when providing individual assistance to users—both faculty and students.

Facilities

The University of Georgia Libraries provides seven locations on the Athens campus. The Music Library provides convenient access to commonly used books, scores, pedagogical materials, and major curriculum series used in elementary and secondary school music programs, and also serves as the

primary access point for music audio and video recordings, as well as all music course reserve materials. In addition to the resources, the Music Library has the requisite equipment to utilize the audio and video formats, computer and wireless access, and equipment to copy and/or scan printed resources.

The University of Georgia Libraries has traditionally paid for major expenditures for equipment located in the music school such as CD compact storage cabinets. In 2015, the Main Library purchased a fifth new CD compact storage cabinet to accommodate the growing CD collection. The UGA Libraries also provides and maintains computers for library use and a public photocopier. The Hugh Hodgson School of Music has paid for incidental purchases, such as headphones. Both the Main Library and the Hugh Hodgson School of Music purchase audio/video playback equipment at various times.

The Main Library collects material in the arts and humanities, social sciences and business. It also contains a large government documents collection, the Media Department, and a substantial microform collection. The Music Research Collection is located on the 2nd Floor of the Main Library, and includes books, scores, periodicals, and microforms.

As mentioned earlier, the music materials are divided between the Main Library and the Hugh Hodgson School of Music Library. In the past the administrators of the UGA Libraries, the Hugh Hodgson School of Music and the Lamar Dodd School of Art have discussed the potential of a fine arts library, but no progress had been made to further this conversation. In response to faculty and student concerns with immediate access to Library scores and books housed in the Main Library, several steps have been taken to provide access to electronic indexes, periodicals, scores, streaming audio and books. While the library does purchase electronic books and score collections on CD rom, the vast majority of the score and books in the collection are print. To improve access to these resources the Library has implemented a delivery system whereby music students and faculty can easily make an online request for circulating materials to be sent from the any UGA Library to the Hugh Hodgson School of Music Library where they can be picked up and checked out. The process takes 24 to 48 hours.

Another facility available to music students is the Miller Learning Center. At the heart of campus, this facility combines an electronic library, providing access to online journals and books, research databases and electronic indexes with research and study space for 2,240 students, 500 computers with the latest software, and a pervasive wireless network. Most notably, this facility is open 24 hours a day seven days a week much of the year in order to provide a unique study and research space available to students.

Finances

The budget allocation for all music materials (print and electronic books, scores, sound recordings, video and databases) for Fiscal Year 2016 is \$ 151,939.00, but the amount expended for music materials will actually be closer to \$160,000 (roughly \$10,000 higher) as the figure does not include books which are purchased via the general account for the YBP approval plan. While not an explicit element in the University Libraries budget, the allocation structure for Music is similar to other areas and branches which receive a collection allocation supplied by the Main Library. Allocations for the music collections are managed by the Head of Music Collections and have been relatively stable for the past 5 years.

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Expenditures have varied slightly as some continuations and standing orders fluctuate depending on the number of volumes published and received per year. Since the music budget has remained around \$150,000 with some increases for inflation, no cuts have been needed regarding subscription journals, complete works and databases. Since increased in the library budget have not been significant, the addition of new resources has often required the cancellation of some existing resources. Review of existing subscription resources has become a priority with the goal of identifying resources no longer needed, thus releasing current funds to subscribe to resources which reflect current needs. These reviews, which are a collaborative effort between the Head of Music Collections and the Music Faculty, consist of the identification, review and selection of materials for addition or removal. Below is a summary of the music allocation and general fund that are used for music materials.

Summary of Fund Allocation for Music Materials*

Funds	2014 Expenditure	2015 Expenditure	2016 Allocation
Music Funds	\$ 150,762.06	\$ 143,244.43	\$ 151,939.00
General Funds (YBP Books)	\$ 10,037.25	\$ 11,589.17	(\$ 10,000.00+)
Total	\$ 160,799.31	\$ 154,833.60	(\$ 161,939.00+)

*A detailed breakdown of the budget by material type is found in the Management Documents Portfolio for the Library and Learning Resources.

Areas for Improvement

The daily delivery of scores from the Main Library to the Music Library for both students and faculty has been well received, and there are hopes to provide similar services for other types of materials. An extension of this would be to develop similar delivery services which increase the ease of access to a broader range of Library materials. For example, Interlibrary Loan Materials which currently require the user to check out and return items to the Main Library could be delivered directly to the Music Library. Additionally, articles from print journals could be requested by patrons, digitized by Library staff and then sent to the requester. The implementation of the services would be applied campus-wide and would require the cooperation of various Library departments in order to staff and fund all aspects of these new or expanded services.

Another goal is the addition of more online resources including books, periodicals, scores, streaming audio and video. As stated earlier, the allocation for music library materials is not increasing but is only keeping pace with inflation. Adding new online resources or print subscription would require additional funding or a change in how current funds are allocated. An ongoing goal is the regular evaluation of existing music resources to determine usage and value to current School of Music programs. The result would be the cancellation of materials deemed no longer necessary and the addition of more relevant and in-demand resources. The related goal is pursuing additional funding such as an endowment.

Lastly, special attention is being given to promoting the collection to faculty and students. This year a Facebook page and Twitter account are being used to publicize resources and services. The Library staff is seeking out additional opportunities to interact with both faculty and students to ensure that they are aware of the resources and services available through the Library. Throughout the University there is an increased level of accountability—making sure that what we are doing or purchasing is what users need. Online resources allow for the fairly easy gathering of usage stats. The Library is also gathering circulation stats for print books and shelving statistics for reference items and periodicals which do not circulate. By increasing awareness, the goal is to ultimately increase the usage statistics for many items.

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UNIVERSITY LIBRARY



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Hours

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Library/IT Assessment

Locations

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UIC Library Dashboard

1.3 million

visits

to Research & Subject Guides

2015

»more

2.1 million

in-person visits

to the library

2015

»more

16,103

students

attended a class at the library

2015

»more

30,404

reference interactions

2015

»more

28,782

books borrowed

from CARLI I-Share Libraries

2015

»more

504,341

E-books

in the UIC collection

2015

»more

4.2 million

E-journal

article downloads

2014

»more

634

databases

available at the UIC library

2015

»more

19,108

publications

available in INDIGO

2015

»more

New library website

We're excited to share the beta version of our new library web site, which will launch in August 2016. [Take a look at the new site.](#) Have any comments or feedback? [Fill out this survey.](#)

Locations

Richard J.

Chat is offline

Health Sciences - Chicago

Health Sciences - Peoria

Health Sciences - Rockford

Health Sciences - Urbana

Other Topics


UIC Library Dashboard


Giving to the Library


Book a Study Room

Library Events

Connect with us







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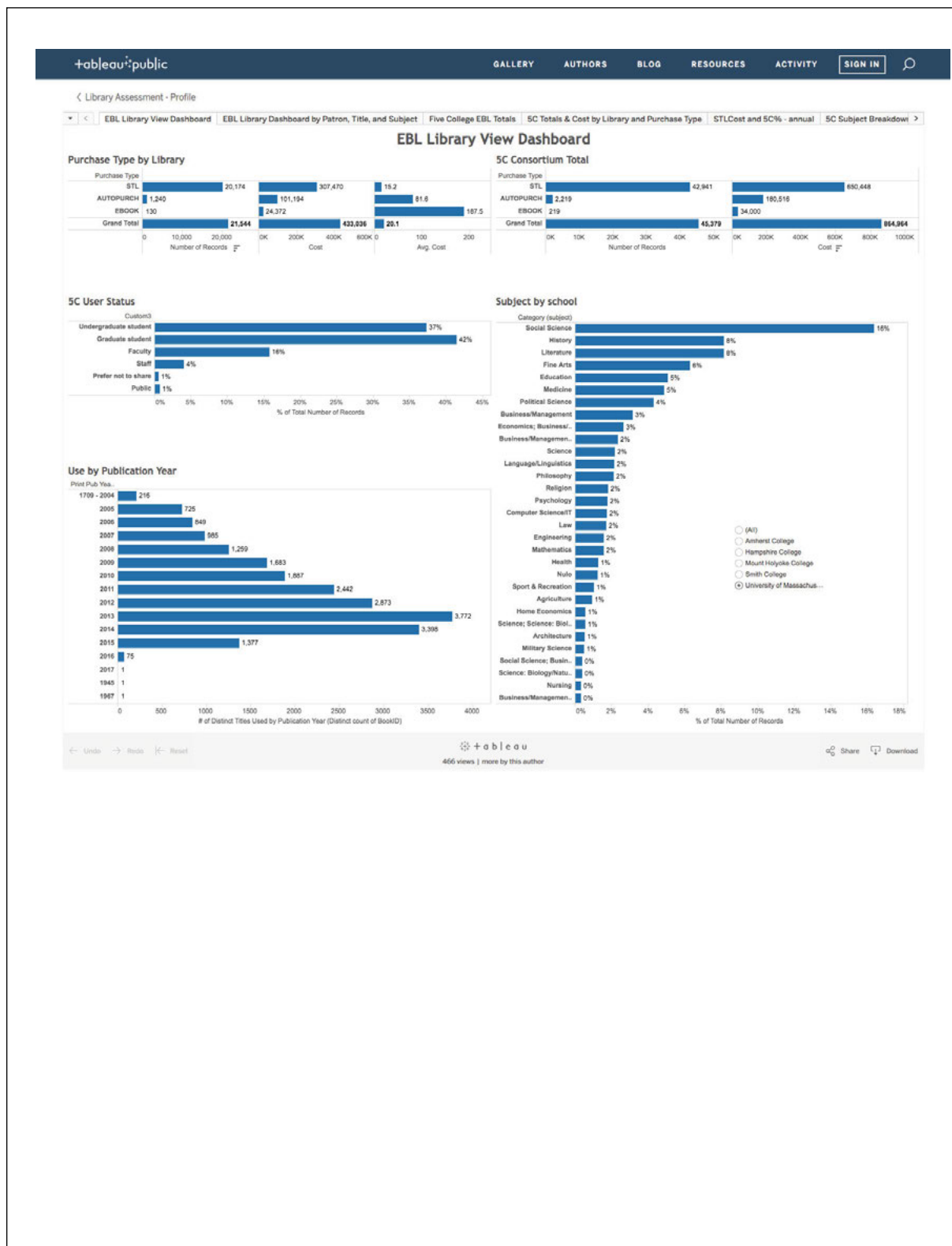
Site Feedback | Staff Intranet | Library Staff Login

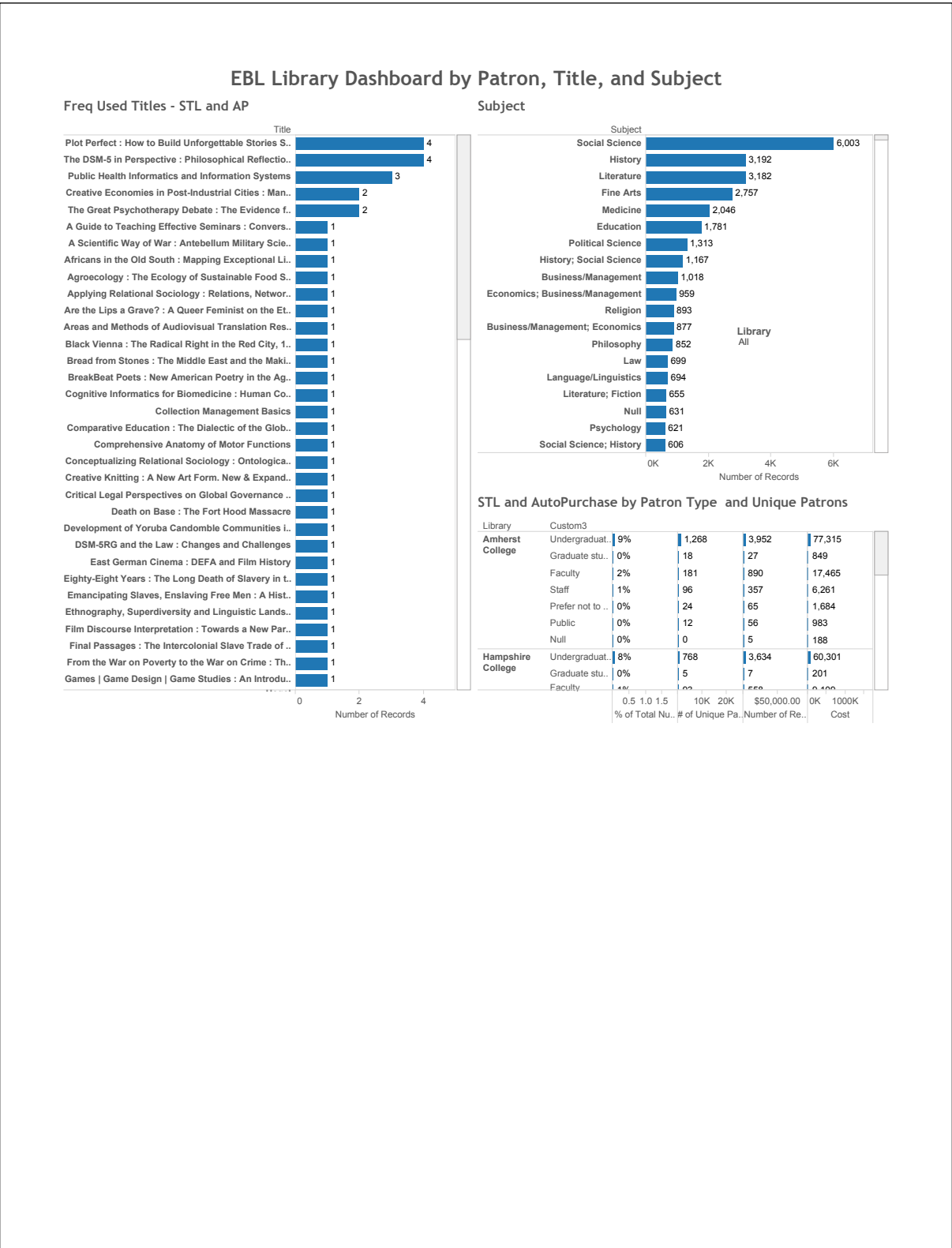
134 Representative Documents: Sharing Collection Data

UNIVERSITY OF MASSACHUSETTS AMHERST LIBRARIES

Tableau EBL Library View Dashboard

<http://public.tableau.com/profile/library.assessment#!/>

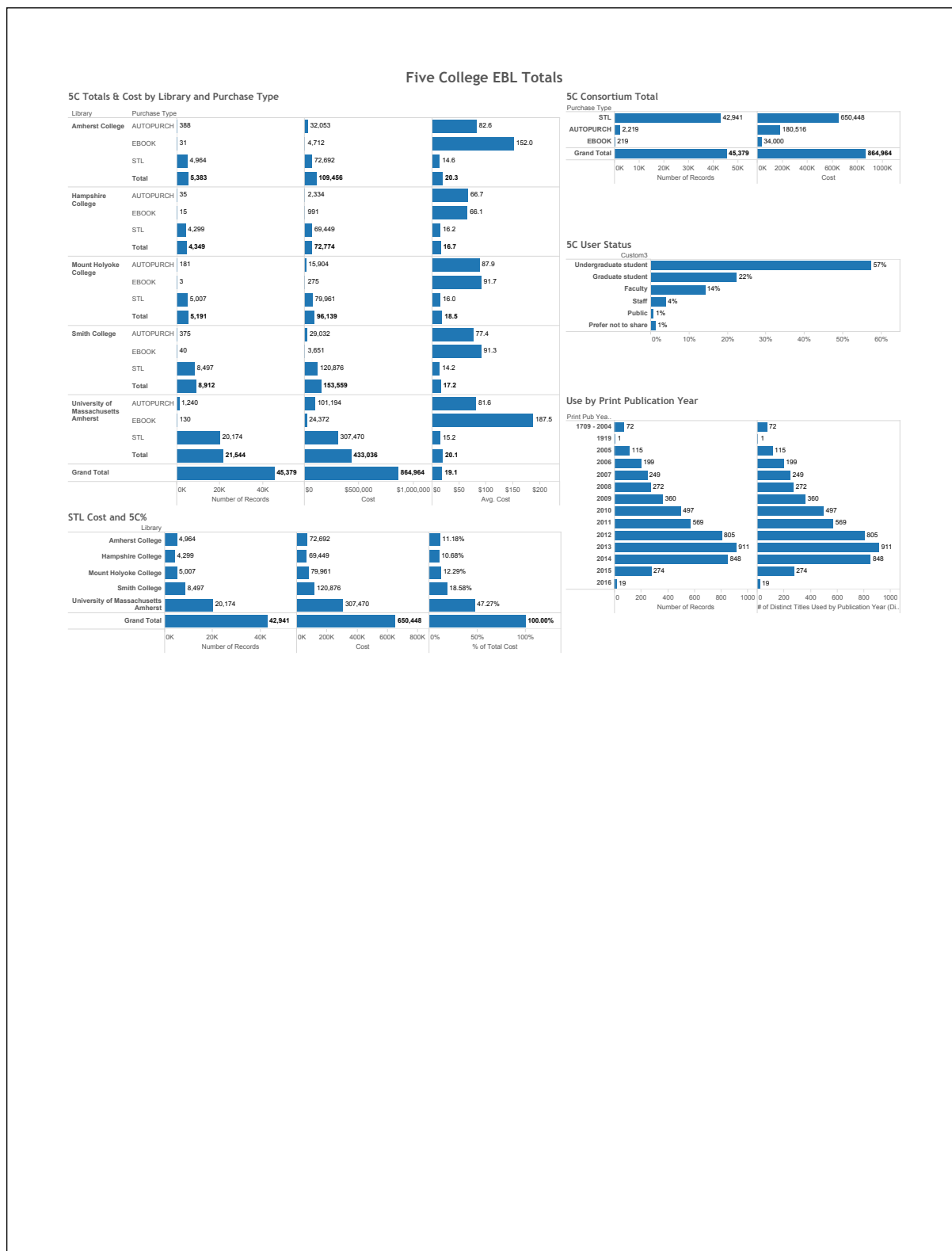




UNIVERSITY OF MASSACHUSETTS AMHERST LIBRARIES

Five College EBL Totals

<http://public.tableau.com/profile/library.assessment#!/>



138 Representative Documents: Sharing Collection Data

NATIONAL INSTITUTES OF HEALTH

National Library of Medicine

Programs and Services

Fiscal Year 2014

US Department of Health and Human Services
Public Health Service
Bethesda, Maryland

LIBRARY OPERATIONS

Joyce E. B. Backus
Associate Director for Library Operations

The NLM Library Operations (LO) Division is responsible for ensuring access to the published record of the biomedical sciences and the health professions. LO acquires, organizes, and preserves NLM's comprehensive archival collection of biomedical literature; creates and disseminates controlled vocabularies and a library classification scheme; produces authoritative indexing and cataloging records; builds and distributes bibliographic, directory, and full-text databases; provides national backup document delivery, reference service, and research assistance; helps people to make effective use of NLM products and services; and coordinates the National Network of Libraries of Medicine to equalize access to health information across the United States. These essential services support NLM's outreach to health professionals, patients, families and the general public, as well as focused programs in AIDS information, molecular biology, health services research, public health, toxicology, environmental health, and disaster planning.

Library Operations also develops and mounts historical exhibitions; produces and manages a travelling exhibition program; creates and promotes education and career resources for K-12 and undergraduate students and educators; carries out an active research program in the history of medicine and public health; collaborates with other NLM program areas to develop, enhance, and publicize NLM products and services; conducts research related to current operations; directs and supports training and recruiting programs for health sciences librarians; and manages the development and dissemination of national health data terminology standards. LO staff members participate actively in efforts to improve the quality of work life at NLM, including the work of the NLM Diversity Council.

The multidisciplinary LO staff includes librarians, technical information specialists, subject experts, health professionals, educators, historians, museum professionals, and technical and administrative support personnel. LO is organized into four major Divisions: Bibliographic Services (BSD), Public Services (PSD), Technical Services (TSD), and History of Medicine (HMD); three units: the Medical Subject Headings (MeSH) Section, the National Network Office (NNO), and the National Information Center on Health Services Research and Health Care Technology (NICHSR); and a small administrative staff. A wide range of contractors provides essential support to the activities of all these components.

Most LO activities are critically dependent on automated systems developed and maintained by the NLM Office of Computer and Communications Systems (OCCS), National Center for Biotechnology Information

(NCBI), or Lister Hill National Center for Biomedical Communications (LHNCBC). LO staff work closely with these program areas on the design, development, and testing of new systems and system features.

Program Planning and Management

LO sets priorities based on the goals and objectives in the NLM Long Range Plan 2006-2016, and the closely related NLM Strategic Plan to Reduce Racial and Ethnic Disparities. In FY2014, LO continued its work on the directions of its Strategic Plan for 2010-2015, within this broader framework.

The Technical Services Division (TSD) officially reorganized as of January 26, 2014. All selection, acquisitions, and licensing functions were integrated in one section, the Collection Development and Acquisitions Section. The Cataloging Section changed its name to the Cataloging and Metadata Management Section. The reorganization created a new section, the Library Technology Services Section, to manage the Division's systems support functions.

In the area of Developing a 21st Century Workforce, LO held four quarterly all-staff meetings in which new staff are recognized and updates from every area of LO are presented to those in the auditorium as well as staff listening in from off-site. LO continued its second full year of a Career Enrichment Program, a professional development program for selected LO staff to obtain a broader view of LO and NLM and to work on a project of institutional significance. LO also held ongoing discussion groups for supervisors. Capitalizing on a new Federal hiring initiative, Pathways for Recent Graduates, LO hired 17 recent library science graduates, representing 6 percent of its Federal workforce, in three Divisions. The new employees will work in acquisitions, e-resource management, reference, preservation, outreach, digitization, digital preservation, Web development, social media analysis and deployment, systems, data analysis, customer services, Web user experience, and education and training.

Collection Development and Management

The NLM comprehensive collection of biomedical literature is the foundation for many of the Library's services. LO ensures that this collection meets the needs of current and future users by updating the NLM literature selection policy; acquiring and processing relevant literature in all languages and formats; organizing and maintaining the collection to facilitate current use; and preserving it for subsequent generations. At the end of FY2014, the NLM collection contained 2,781,201 volumes and 23,867,056 other physical items, including manuscripts, microforms, prints, photographs, audiovisuals, and electronic media.

Library Operations

Selection

Publishing trends had an impact on the selection of new journals for the collection. The number of newly-launched journals decreased at some major medical publishers. The trend toward the “mega-journal” (a single journal that covers a wide number of disciplines) had an effect, as several publishers entered that arena and offered what might have previously constituted many new journals as a single title. Selection activity increased due to the adoption of somewhat more rigorous journal selection guidelines, necessitated in part by the proliferation of journals that do not meet the most basic standards of medical publishing.

Following the discovery of a large collection of uncatalogued World Health Organization documents that had been given to NLM in the past, selectors reviewed and sent many titles for cataloging. This collection includes reports on malaria and other infectious diseases, brief papers by notable medical scientists such as Jonas Salk, and reports on health conditions in Africa and Latin America, primarily from the 1940s and 1950s. The review of this collection will continue into the new fiscal year.

In their efforts to enrich the NLM collections, selectors focused on areas of critical national and international importance. For example, in response to the Ebola crisis, selectors identified books, reports, and video recordings on the science and history of the disease, as well as preparedness and response documents. HMD and TSD staff also worked to launch a Web collecting initiative to capture and preserve selected born-digital content documenting the Ebola outbreak. Examined content included Web sites and social media from Government and non-government organizations, journalists, healthcare workers, and scientists in the United States and around the world, with an aim to collect and preserve a diversity of perspectives on this health crisis.

Web content on other infectious diseases (such as influenza and tuberculosis) and topics such as health care reform, global health, and environmental health disasters were also acquired. The collecting rationale is to assemble a collection of works that are of interest to current researchers and that also chronicle health-related events that will be of interest to researchers in the future. National Digital Stewardship Resident Maureen Harlow conducted a project to collect Web content on Disorders of the Developing and Aging Brain: Autism and Alzheimer’s. LO also continued to collect blogs authored by doctors and patients, to illuminate health care thought and practice in the 21st century.

Acquisitions

TSD received and processed 114,197 contemporary physical items (books, serial issues, audiovisuals, and electronic media). The number of electronic-only serials grew to nearly 3,200 by the end of FY2014, now representing more than 18 percent of all currently acquired serials. In FY2014, 5,547 licensed and 4,415 free

electronic journals were available to NLM users. A net total of 28,911 volumes and 4,810,440 other items (including non-print media, manuscripts, and pictures acquired by HMD) were added to the NLM collection.

Late in September 2014, NLM learned that Swets Information Services, a company that served as the primary serials subscription agent for NLM, filed for bankruptcy. The company based in the Netherlands, provided subscription services for hundreds of libraries around the world. Swets managed NLM orders for approximately 8,000 serial titles from over 3,300 different publishers in 66 countries. NLM was able to de-obligate the balance of funds from the contract prior to the end of FY2014, which prevented any loss of funds as a result of the bankruptcy. Orders for 2015 subscriptions will be handled by a new contractor (or contractors). The shut-down of Swets’ facilities interrupted the delivery of issues to the Library, resulting in short-term gaps in the print collection. Many publishers contacted NLM and offered to ship issues directly, and staff contacted other publishers to request that issues be mailed to NLM. Electronic access was not impacted. Over 60 percent of the titles subscribed to via Swets are available electronically.

HMD acquired a wide variety of important printed books, manuscripts and modern archives, images, and historical films during FY2014, including an early German manuscript pharmacopoeia by an anonymous author, written around the year 1600, with later additions included. The pharmacopoeia is a recipe book with formulae for waters, electuaries, oils, ointments, etc., for combatting cancer, plague, jaundice, fevers, kidney and liver ailments, gynecological disorders, burns, fractures and other infirmities. Following the main text is a circa 1800 list of common abbreviations, an unfinished glossary (going only to ‘C’) of Latin chemicals and ingredients with German translations and a brief note about each, and an alphabetical list of ailments and conditions listing the main ingredients to be found in medicaments for their treatment.

Among the important printed books acquired in FY2014 are several early foreign language editions of Charles Darwin’s *On the Origin of Species by Means of Natural Selection*, including versions in Russian, French, and Hungarian. The foreign translations of this groundbreaking work are important because they often include unique commentary by the translators, and because the theory of evolution that was promulgated in the book was received differently all over the world. These books provide insights into how the theory was presented, debated, and quickly spread throughout the scientific world.

NLM received a large collection of AIDS-related books as a gift from Dr. June E. Osborn. During the 1980s and 1990s, Dr. Osborn held numerous senior positions, including Chair of the National Institutes of Health National Heart, Lung and Blood Institute advisory committee on AIDS, the National Advisory Committee for the Robert Wood Johnson Foundation’s AIDS Health

Services Project, and the US National Commission on AIDS. She was also a member of the Global Commission on AIDS of the World Health Organization.

The Library received a large donation of materials, many in Russian, from the National Aeronautics Space Administration (NASA). Many of the titles were included in the SPACELINE subset of MEDLINE but not previously held by NLM. (Between 1993-2005, information about space life sciences was provided by NLM in conjunction with the NASA SPACELINE Office as part of a collaborative agreement). This gift has enriched the NLM collection of works on space life sciences.

Significant acquisitions in the Archives and Modern Manuscripts Program during FY2014 included the electronic files of former Surgeon General Regina Benjamin, the archival records from HealthNet News/SatelliteLife, and 67 boxes of archival materials from former Surgeon General C. Everett Koop's family, which will be added to the existing NLM Koop collection. The Historical Audiovisuals program received a donation of 25 surgical training films produced by Davis & Geck of Danbury, Connecticut. This donation complements and expands our existing collection of Davis & Geck films.

Preservation and Collection Management

LO carries out a wide range of activities to preserve the NLM collection and make it easily accessible for current use. These activities include: binding, copying deteriorating materials onto more permanent media, conservation of rare and unique items, book repair, maintenance of appropriate environmental and storage conditions, and disaster prevention and response.

Collection Space and Maintenance

In FY2014, LO bound 14,516 volumes, repaired 685 items, made 811 preservation copies of films and audiovisuals, and conserved 583 items. A total of 363,277 items were shelved, a 9 percent decrease from FY2013 that reflects the decline in print material received at the Library and the decline in interlibrary loan and in requests by patrons in the Main Reading Room, due to increased availability of electronic journals.

Work continued on the long term project to install compact shelving on the B-2 level to increase storage capacity for collections in the NLM building. The project requires floor strengthening on the B-2 level and includes the complete upgrade of the fire suppression system and lighting for stack areas on the B-2 and B-3 levels, as well as an upgrade of the older compact shelving on the B-3 level. New space was created for the Preservation and Collection Management (PCM) Section staff, and future plans call for new space for HMD staff on the B-1 and B-2 levels. At the end of 2014, the project is 60 percent complete, providing collections growth space until 2022.

When the project is done, collections can grow until at least 2030.

National Cooperative Preservation

MedPrint is the National Network of Libraries of Medicine (NN/LM) cooperative project to preserve key biomedical journals in print until there is stronger evidence for the reliability of digital preservation. The program is open to all US libraries that participate in DOCLINE, the NLM interlibrary loan (ILL) system that stores journal holdings information for almost 2,500 libraries. Print retention commitments are also stored in DOCLINE. By the end of 2014, NLM had 21 signed agreements from institutions representing all eight regions. One hundred and one libraries have recorded print retention commitments for 1,376 titles.

Digitization Program

The NLM Digital Collections repository now holds over 12,000 monographs and serials and over 150 films, with newly digitized texts and films added regularly. NLM Digital Collections also ingested the approximately 3.8 million citations from the IndexCat Web site, making the contents of the Index Catalogue of the Surgeon General's Library more readily available. During the year, Digital Collections was modified to support ingest of serial publications, and the Web site was enhanced to provide a hierarchical display of each serial's digitized holdings.

The installation of CCS docWorks (dW) image processing software was a major enhancement to LO's digitization program, providing a more efficient scanning workflow, greater capabilities to crop and de-skew images, and the ability to analyze the structure and content of the digital surrogates resulting in enhanced structural metadata files for the digital books.

Preservation and Collection Management and History of Medicine staff completed digitization for several projects including an important collection of World War I 1914-1922 monographs. Combined with the ongoing digitization initiatives, including Medicine in the Americas Phase 2, NLM Publications, and the Scan on Demand program for interlibrary loan (ILL), a total of 2,284 volumes and 599,934 pages were digitized in FY2014.

PubMed Central (PMC), a digital archive of medical and life sciences journal literature developed by NCBI, is the NLM vehicle for ensuring permanent access to electronic journals and digitized back files. LO assists NCBI in soliciting participation of additional journals, particularly in the fields of clinical medicine, health policy, health services research, and public health. LO provides support for the PMC efforts ranging from review of potential journals for appropriateness for the NLM collection to cataloging and authority data creation for the PMC system. By the end of FY2014, 207 new journals had been added to PMC, and 368,111 new articles had been

Table 1: Collections

<i>Physical</i>	<i>Total¹</i>	<i>FY2014</i>	<i>FY2013</i>	<i>FY2012</i>
Monographs ²				
Before 1500	598	1	0	0
1501-1600	6,058	2	3	0
1601-1700	10,347	1	3	0
1701-1800	272,741	3	3	4
1801-1870	256,788	71	27	37
1871-Present	886,034	13,560	11,292	13,287
Bound Serial Volumes ³	1,480,296	15,806	12,650	17,025
Microforms ⁴	606,126	42	8	10
Audiovisuals and Computer Software	95,356	2,395	1,701	1,310
Prints and Photographs	70,231	279	300	336
Manuscripts ⁵	23,096,447	4,807,740	914,025	1,716,225
Withdrawn Items	(132,761)	(549)	(350)	(294)
Total items	26,648,261	4,839,351	939,662	1,747,940
<i>Digital</i>	<i>Total¹</i>	<i>FY2014</i>	<i>FY2013</i>	<i>FY2012</i>
PubMed Central Articles	3,227,379	368,111	318,316	263,203
PubMed Central Titles ⁶	1,600	207	244	252
Bookshelf Titles ⁷	3,106	1,387	323	323
Digital Collections Repository ⁸				
Texts ⁹	12,201	2,642	2,580	5,075
Audiovisuals ¹⁰	162	55	37	41

¹ Total: Numbers are cumulative as of the end of the fiscal year.

² Monographs: A bibliographic resource complete in one part or finite number of separate parts. Includes Americana, theses and pamphlets. Starting in FY2011 numbers for these materials are reported under monographs by publication year.

³ Bound serial volumes: A serial is a continuing resource issued in separate parts with no predetermined conclusion. Bound serial volumes include serials bound, serials pamphlet bound and bound serial gifts.

⁴ Microforms: Reduced size reproductions of monographs and serials including microfilm and microfiche.

⁵ Manuscripts: Total manuscripts equivalent to 8,948 linear feet of material, multiplied by a common factor to provide an item number estimate.

⁶ PMC Titles: Only fully deposited titles.

⁷ Bookshelf Titles: Titles of books, reports, databases, documentation, and collections.

⁸ Digital Collections Repository: Digitized content in the public domain. In the future will contain born digital items as well as reformatted items.

⁹ Includes monographs and serials such as annual reports. Referred to as "Print Materials" on Digital Collections website.

¹⁰ Referred to as "Films and Videos" on Digital Collections website.

Library Operations

Table 2: Collection Activities

<i>Acquisitions and Processing</i>	<i>FY2014</i>	<i>FY2013</i>	<i>FY2012</i>
Active Serial Subscriptions	17,439	18,343	19,184
Items Processed ¹¹			
Serial Pieces	94,738	99,891	101,294
Monographs (pre-1914) ¹²	1,218	336	715
Monographs (1914-)	19,367	16,530	17,012
Audiovisuals ¹³	241	683	1,335
Prints and Photographs	1,364	1,397	47,982
Total	134,367	137,180	168,338
<i>Archival Materials Acquired</i>			
Modern Manuscripts (in linear feet)	157	120	497
<i>Expenditures</i>			
Publications	\$11,571,597	\$11,033,522	\$10,207,330
Rare Books, Manuscripts, and other Historical Materials	\$299,841	\$299,948	\$299,584
Total¹⁴	\$11,871,438	\$11,333,470	\$10,506,914
<i>Preservation</i>			
Volumes Bound	14,516	14,903	15,000
Volumes Repaired Onsite ¹⁵	685	994	2,346
Audiovisuals Preserved	811	632	534
Historical Volumes Conserved	583	375	997
Pages Digitized ¹⁶	413,550	540,830	643,372

¹¹ Items processed: Serial issues, monographs and nonprint receipts processed.

¹² Monographs (pre-1914) includes historical manuscripts (those written prior to the year 1600).

¹³ Audiovisuals became a separate tracking category in FY2012. For prior year reports, Audiovisuals were grouped with Monographs (1914-).

¹⁴ Used to be reported in "Publications" prior to FY2012 and "Rare Books" was a portion of the amount.

¹⁵ Volumes repaired onsite: General Collection monographs and serials only.

¹⁶ Number excludes digitization projects not associated with the Digital Collections Repository, e.g., Profiles in Science.

NORTH CAROLINA STATE UNIVERSITY LIBRARIES

Memo to faculty on Collections Review and Journal Subscriptions

North Carolina State University is a land-grant university and a constituent institution of the University of North Carolina


NCSU Libraries
Campus Box 7111
Raleigh, NC 27695-7111

NC STATE UNIVERSITY

Vice Provost and Director of Libraries
919.515-7188 (phone)
919.515-3628 (fax)
<http://www.lib.ncsu.edu>

MEMORANDUM

TO: NC State Deans and Department Heads

FROM: Susan K. Nutter 
Vice Provost and Director of Libraries

SUBJECT: Collections Review and Journal Subscriptions

DATE: 14 February 2014

Under the guidance of the University Library Committee (ULC), and in consultation with the NC State community, the NCSU Libraries is preparing for reductions to the FY 2014/2015 collections budget. Cuts to the Libraries budget this year and continued price increases for journals and databases above standard inflation rates require a review of current collecting to identify up to \$750,000—7.5% of the 2013/2014 collections budget allocation—in potential cuts. This review will include reductions to the book budget and a comprehensive review of all journal and database subscriptions.

The Libraries is working directly with Departmental Library Representatives (http://www.lib.ncsu.edu/sites/default/files/files/images/LibraryReps2013_11182013.pdf), which includes a faculty member from each department and a graduate student from departments offering advanced degree programs, and the University Library Committee (ULC), to disseminate the collections review site (<https://www.lib.ncsu.edu/collections/collectionsreview2014>) and broadly solicit feedback from faculty, staff, and students. Please work with your representatives, colleagues, students, and staff to ensure that your department's input is fully represented during the review process. As evidenced by the over 11 million uses of the collection this past year, the collection is at the center of what we do and is essential to research and teaching. Faculty, staff, and student input is crucial in making the best possible decisions related to the collection during this difficult period.

Staff from the Libraries met with Departmental Library Representatives and the ULC in the Fall to discuss the strategy for reviewing titles and a communication plan for soliciting feedback. The Departmental Library Representatives suggested, and strongly endorse, a data informed process where subject specialists from the Libraries review usage data, citation and publication activity at the university, disciplinary trends, price, and impact factor to compile a potential cancellation list for review by the NC State community. Per that recommendation, a list of potential journal cancellations is presented for review and feedback using an interactive, tiered input system at <https://www.lib.ncsu.edu/collections/collectionsreview2014>. The interactive review site includes the various data points, such as online usage, requested by the ULC and Departmental Library Representatives, along with options for filtering and sorting by subject.

NORTH CAROLINA STATE UNIVERSITY LIBRARIES

Memo to faculty on Collections Review and Journal Subscriptions

Timeline and Feedback

The review process will include multiple opportunities for feedback and discussion. Initial rankings of titles posted for review by faculty, staff, and students are requested by March 21st. The web form includes a tiered ranking system that will enable the Libraries and the ULC to apply input from the review to evolving budget scenarios. Individuals and departments that use the tiered rankings for titles in their areas of teaching and research, rather than listing every title as critical, will have the most significant and beneficial impact on this process.


The Libraries will incorporate community feedback with the data points on usage, citation activity, impact factor, and cost, and, in consultation with the ULC and Departmental Library Representatives, will post a revised potential cancellation list by April 15th for follow-up review. The Libraries and ULC will post a final list of cancellations in early May and submit them to our vendors in August.

Background Information


Along with the title lists and feedback system, the Collections Review webpage (<https://www.lib.ncsu.edu/collections/collectionsreview2014>) contains extensive information on the process and timeline, background about the sources of data used in the review, and contact information for subject specialists in the Libraries. There is also an FAQ (<http://www.lib.ncsu.edu/collections/collectionsreview2014/faq>) available that addresses a number of potential questions about the review, including the Libraries' commitment to document delivery access for canceled titles and suggestions for scholars interested in learning more about the system of scholarly communication.

The Libraries is comprehensively reviewing its budget, making strategic, programmatic reductions, and has gone through a process of reductions in force and will be extending existing collaboration with our Triangle Research Libraries Network (www.trln.org) partners. We understand how central the collection is to research and teaching and are doing everything we can to limit the impact of budget cuts. However, because the collections budget is a large part of the Libraries' overall budget, we cannot avoid collections reductions in the face of significant cuts and annual price increases above the general rate of inflation. Thank you for your input into this process and please feel free to contact me with any questions or comments.

C: Warrick Arden, Provost and Executive Vice Chancellor
 Terri Lomax, Vice Chancellor for Research
 Alex Parker, Student Body President
 Kelsey Mills, Student Senate President
 Matthew Melillo, University Graduate Student Association President
 University Library Committee

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Library Budget & Statistical Information

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ARL Statistics & Assessment Program

Oregon University System (OUS)

UO Business Affairs portal

UO Office of Institutional Research

UO Libraries' Assessment Team

Team Members:

- Nancy Slight-Gibney
- David C. Fowler
- Helen Chu
- Kirstin Hierholzer
- David Ketchum
- Damon Campbell

Library Information and Statistics:

- [Library Quick Facts](#)
- [Statistical Abstract for Fiscal Year 2013-2014](#)
- [2013 UO Libraries Year in Review](#)
- [Statistical Abstract for Fiscal Year 2012-2013](#)
- [Statistical Abstract for Fiscal Year 2011-2012](#)
- [Statistical Abstract for Fiscal Year 2010-2011](#)
- [University of Oregon Libraries Annual Report, 2010-2011](#)
- [University of Oregon Libraries Annual Report, 2009-2010](#)
- [University of Oregon Libraries Annual Report, 2008-2009](#)
- [University of Oregon Libraries Annual Report, 2007-2008](#)
- [University of Oregon Libraries Annual Report, 2006-2007](#)

User Surveys:

LibQual+: Every 4-5 years the University of Oregon Libraries participates in LibQual+, a national service quality survey sponsored by the Association of Research Libraries. The survey measures user satisfaction along three dimensions: library as place, affect of service, and information control. We last administered the survey in spring 2014. A summary of the results are [linked here](#). Full access to the survey data is available upon request: rsq@uoregon.edu.

Focus Groups:

GRAD Connect: In January and February 2013 the Assessment Team conducted focus groups with graduate students to better understand their needs for support in their roles as students, teachers and researchers. Here is the [Executive Summary report](#).



Statistical Abstract

Fiscal Year 2013–2014

UO Libraries Assessment Team

Nancy Slight-Gibney, David C. Fowler, Helen Chu, David Ketchum,
Kirstin Hierholzer, Damon Campbell

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University of Oregon Libraries

Architecture and Allied Arts Library

Global Scholars Hall Library Commons

John E. Jaqua Law Library

Knight Library

Center for Media and Educational Technologies

Digital Scholarship Center

Network Startup Resource Center

Special Collections and University Archives

Mathematics Library

Rippey Library, Oregon Institute of Marine Biology

Science Library

UO Portland Library and Learning Commons

Use of Library Collections and Services

Patron Use of Information Resources

Electronic Format

Full-Text Article/Video/Map Downloads	\$ 2,001,976	59%
E-Book Downloads	\$ 642,068	19%
UO-produced Digital Collections (est. UO use)	\$ 370,000	11%
	\$ 3,014,044	89%

Print Format

Print Circulation (inc. reserves)	\$ 230,228	7%
In-house Use of Print	\$ 85,000	2%
Items Borrowed from Other Libraries	\$ 59,165	2%
	\$ 374,393	11%

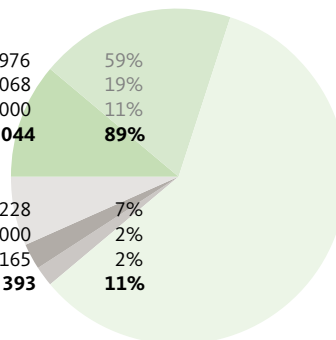


Fig. 14 Patron Use of Information Resources

A total of 89% of the use of library-provided content is in electronic format, a number that has stabilized over the last two to three years. Door counts are falling slightly, perhaps a reflection of new campus buildings with more study space.

Door Count — Typical Week in Fall Term

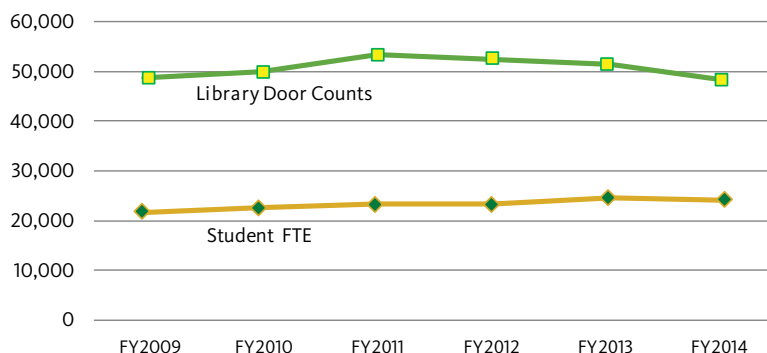


Fig. 15 Door Count

Collections and Services

	FY13 Change	% Change
Titles Held (various formats)	2,145,929 ▲	0.8
Volumes held (including 285,341 ebooks)	3,245,882 ▲	0.4
Orbis Cascade Alliance titles	9 million	N/A
Orbis Cascade Alliance items	29 million	N/A
Door count - typical week Fall Term 2013	51,382 ▼	-1.9
Initial circulation (excluding reserves)	140,724 ▼	-11.4
Reserves circulation	45,624 ▼	-5.8
Total circulation (includes reserves and renewals)	230,228 ▼	-9.0
Items borrowed from other libraries	59,165 ▼	-5.1
Items loaned to other libraries (change in Summit algorithm)	66,526 ▼	-1.0
Full-text articles/videos/maps retrieved from licensed resources	2,001,976 ▲	0.2
Full-text e-books retrieved (some due to better accountability)	642,068 ▲	47.1
Virtual visits to library website (library.uoregon.edu)	2,454,379 ▲	15.6
Number of items in local digital collections (increased newspapers)	832,915 ▲	15.9
Item views in local digital collections (increase from newspapers)	5,059,591 ▲	14.9
Reference questions answered total	38,963 ▼	-2.0
In person or by telephone	24,374 ▼	-3.2
Virtual (e-mail, chat)	14,589 ▲	0.2
Classroom instruction, presentations	845 ▼	-26.4
Classroom instruction, participants (50% in group tours)	22,070 ▼	34.4

Fig. 16 Collections and Services

Assessment: Learning From and About Library Users

Usability Studies/Assessing Learning Management System Options

The LMS review process is noted in detail later in this document. It included extensive pilot testing, surveys, focus groups, and usability testing.

Surveying User Satisfaction/LibQual+

The Assessment Team's major project for the last academic year was conducting the LibQual+ survey. The survey was previously conducted in 2005 and 2010. We had an overall response rate of just 7%, in spite of multiple reminder messages. (The response rate was 11% in 2010.) The faculty response rate was 9%, graduate students 15%, and undergraduates 5%. We conducted a representativeness check comparing respondents with the overall campus population by discipline.

In this round the perceived level of service improved slightly along all three major dimensions:

- Affect of Service (how users feel they are treated)
- Information Control (library collections, website, and discovery tools)
- Library as Place (physical facilities)

Additional findings are reported in the summary online at https://library.uoregon.edu/sites/default/files/node156/libqual_summary_report.docx, with the full report from the Association of Research Libraries in Scholars' Bank.

Perceived Level of Service LibQUAL+ Survey 2005–2014

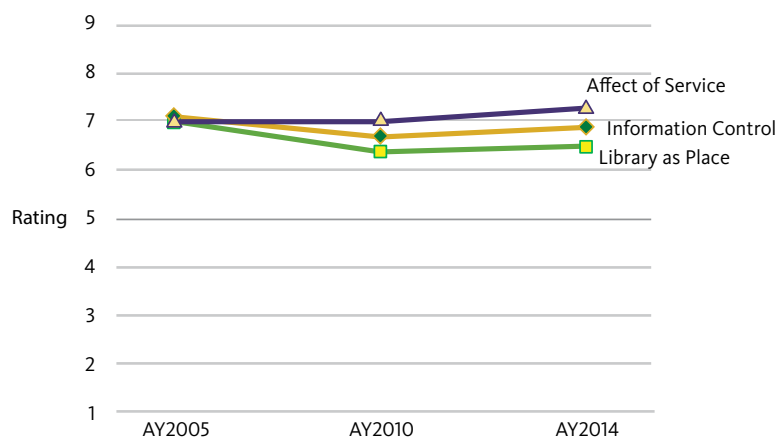


Fig. 23 Perceived Level of Service LibQUAL+ Survey 2005–2014

CFRRSC Communication Process

1. Semi-Annual Update to Librarians and Collection Groups

- CFRRSC will provide a semi-annual update to collection groups and affiliated university college libraries to communicate packages and products planned for renewal and review.
- Packages and products will be selected for review based on preliminary assessment that may include pricing or usage stats.
- Librarians may provide feedback to CFRRSC regarding the packages selected and will need to provide justification for any package they feel should be retained without further evaluation. Faculty consultation is not required at this point.

2. Communication to Affected Librarians and Collection Groups with Request for Faculty Feedback

- CFRRSC will communicate the results of a package or product analysis to the appropriate librarian(s), affiliated university college libraries, and collection groups, including the anticipated recommendation for the package and, if applicable, a list of recommended buy-back items and expected cancellations.
- Affected librarians and collection groups will be asked to communicate with faculty about the impending cancellation in order to receive feedback on the impact of lost or diminished content, address concerns, and confirm or adjust CFRRSC's list of buy-back items.
- Consultations with faculty will need to be completed within a specific timeframe in order to inform CFRRSC's final recommendation and IRSC's decision for approval before the renewal date.
- Librarians and collection groups will be asked to provide the faculty responses to CFRRSC to be considered and brought forward as part of the final CFRRSC recommendation to IRSC.

3. Final Communication

- If IRSC approves the cancellation, CFRRSC will communicate the final decision to all collections librarians and affiliated university college libraries. Librarians will then be responsible for communicating with faculty as appropriate.
- If IRSC does not approve the cancellation, CFRRSC will communicate this decision to the appropriate librarians, affiliated university college libraries and collection groups, and encourage them to inform their faculty of this change in decision.
- CFRRSC will upload final analysis (including lists of cancelled and buy-back titles, along with pricing, and primary and secondary justifications) and criteria checklist documentation to the CFRRSC K drive folder.

WESTERN UNIVERSITY LIBRARIES

Serials Review Checklist

Serials Review Checklist

Date: 03/28/2016

This checklist is intended to guide decisions regarding serial renewal or cancellation. The checklist can be used for any serial – e.g. journal, database, print, electronic, etc.

REQUIRED INFORMATION	
Name:	Springer E-books
Description:	<p>Available through SpringerLink's IP-enabled eBook gateway libraries and corporations can offer their patrons online access to the most worthwhile books instantly from multiple locations, including library, office, home or wherever they are.</p> <p>Springer's eBook Collection uses the portability, searchability, and unparalleled ease of access of PDF and HTML data formats to make access for researchers, as convenient as possible. Springer eBook Collections offer accurate reproductions of high quality Springer print book publications, together with all the added benefits of an online environment, including exceptional search capabilities and bookmarks.</p> <p>The collection is available on the Springerlink and Scholars Portal interfaces with no DRM and perpetual ownership.</p>
Price (original currency, CDN conversion):	\$ [REDACTED] CAD in 2015 \$ [REDACTED] (USD) quote in 2016
Library Responsibility (e.g. Centrally funded, Weldon, etc)	Centrally funded
In what format is the resource? Is this the best format?	Online
REQUIRED CRITERIA	
Additional Details:	
Usage data from all sources, eg. Scholars portal, publishers website, aggregator websites	610,175 chapter downloads* (2015) *For whole book downloads, Springer adds the total number of chapters to the overall usage count (e.g. if a book has 50 chapters and the book is downloaded, our usage will show 50 chapter downloads even if the user only accessed one chapter)
Price	\$ [REDACTED]
Cost per use	\$ [REDACTED]
Cost per use (3 year average)	
Percentage of package use	[REDACTED] %
Overlapping content/title overlap	N/A
Comparable content – similar subject coverage (databases)	N/A
User groups [e.g. multi-disciplinary areas] , status	Multi-disciplinary but with emphasis on STEM/specific subjects: Medicine BioMed Engineering Computer Science Math
Content: <input type="checkbox"/> Full Text <input type="checkbox"/> Abstracting <input type="checkbox"/> Indexing <input checked="" type="checkbox"/> Other	Full text e-books

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Serials Review Checklist

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Platform/Interface	SpringerLink and Scholars Portal (local load)
SFX Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
OTHER CRITERIA Additional Details:	
Will we have post-cancellation access?	Yes. All previously purchased e-books will be available on the SpringerLink and Scholars Portal platforms
Impact factor and ranking position	N/A
Where is it indexed?	N/A
Who has requested it?	N/A
Other information / description	Lecture notes in Computer Science is considered a key resource for the Computer Science program, and Springer is making this series accessible exclusively through package deals. The Engineering Librarian has identified Springer titles as core resources to the discipline.
Strategic research areas	Medicine BioMed Engineering Computer Science Math
# Faculty publications in the journal	N/A
Reliability of platform	Strong
# of graduate students enrolled in program	Computer Science, 118 Engineering, 698
Which undergraduate and/or professional programs does the resource support?	N/A
Embargo Period? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Explain nature/length of embargo period	No
Pricing Model: <input type="checkbox"/> Annual Subscription <input checked="" type="checkbox"/> One time purchase <input type="checkbox"/> One time purchase + Annual Fee for ongoing access <input type="checkbox"/> Other	The Springer E-book OCUL deal provides subscribing libraries ownership in perpetuity of most Springer e-books and e-book series published within the subscribing year (with the exception of certain imprints and series).
Other:	
Email communications:	

WESTERN UNIVERSITY LIBRARIES

Serials Review Checklist

3

March 16, 2016 (to collections library groups)

Dear Collections Colleagues,

CFRRSC has completed its analysis of the entire Springer 2016 E-book package, and has recommended to IRSC that Western Libraries purchase selected subject collections, rather than the entire package. Selected titles from Springer 2016 e-books subject collections can be acquired through immediate purchase or DDA access for the remainder of 2016.

IRSC has accepted CFRRSC's recommendations. The following points outline the rationale for individual subject collection purchases and/or DDA access:

- The 'Engineering' subject collection will be purchased at a cost of \$[REDACTED] CDN. Engineering faculty and students rely heavily on Springer e-books, as indicated by 4965 uses in 2014 for titles published that year. The cost per use was \$[REDACTED].
- The 'Computer Science' subject collection will be purchased at a cost of \$[REDACTED] CDN. One series in this collection, 'Lecture Notes in Computer Science,' received over 5000 uses for 2015 publications. Unfortunately, this series cannot be purchased separately through Springer or Coutts as an e-book or DDA title. With such high usage, purchasing print copies would be unsatisfactory for users and prohibitively expensive.
- 'Biomedical and Life Sciences', 'Medicine', and the 6 other collections under Taylor were identified by subject librarians as low priority for these disciplines and will not be re-purchased or added to DDA. Librarians will have the option to purchase new e-book titles on request that do not belong to series, reference work, or text book collections.
- The e-books in 'Behavioral Science', 'Business & Economics', and 'Humanities, Social Science, and Law' will be made available through DDA. Again, librarians will be able to purchase new e-book titles on request that do not belong to series, reference work, or textbook collections, although print may be available.

The decision not to purchase the full Springer 2016 E-book collection will result in initial savings of \$150,000 in our central serials budget. The cost to purchase 'Engineering' and 'Computer Science' collections is \$[REDACTED]; the net savings to serials will be approximately \$100,000. Going forward, individual title purchases for Springer 2016 E-book titles will be paid through DDA or subject monograph funds.

Please forward any questions or concerns to cfrsc@uwo.ca

Courtney (on behalf of CFRRSC)

March 3, 2016 (to IRSC)

Hi IRSC Colleagues,

After additional consultations with Taylor librarians, and taking into account Springer's reluctance to offer their major series, textbooks and reference works as purchasable, individual e-books, CFRRSC proposes the following changes to the buy-back recommendation. Please note that CFRRSC's overall recommendation to not purchase the Springer eBook package has not changed.

- The 'Engineering' subject collection will be purchased at a cost of \$[REDACTED]. Engineering faculty and students rely on Springer eBooks, as indicated by 4956 uses in 2014 for titles published that year with a cost/use of \$[REDACTED].
- The 'Computer Science' subject collection will be purchased at a cost of \$[REDACTED]. One series in this collection, 'Lecture Notes in Computer Science,' received over 5000 uses for 2015 publications. Unfortunately, this series cannot be purchased separately through Springer or Coutts as an eBook or DDA title. With such high usage, purchasing print copies will be unsatisfactory for users and prohibitively expensive.
- 'BioMedical and Life Sciences', 'Medicine', and the other 6 collections under Taylor will not be purchased nor added to DDA. These collections were deemed not a priority for these disciplines. Instead, librarians will purchase new titles by request. Librarians will not be able to individually select e-books belonging to series, reference work or textbook collections.
- Taylor librarians do not anticipate a significant number of requests because most faculty are journal-focused and they will continue to have access to titles from previous years through perpetual access.
- The eBooks in 'Behavioural Science', 'Business & Economics', and 'Humanities, Social Sciences and Law' will be made available through DDA. Again, librarians will not be able to individually

WESTERN UNIVERSITY LIBRARIES

Serials Review Checklist

4

select e-books belonging to series, reference work or textbook collections, although print will be available.

- As a result, the DDA budget will remain in a more sustainable position with the additional of titles from only 3 Springer collections

The decision not to purchase the full collection for 2016 will result in a savings of ~\$150,000 in our central serials budget. The cost to purchase the 'Engineering' and 'Computer Science' collections is \$[REDACTED]. Our net savings for serials will be ~\$100,000. Going forward, individual title purchases will be paid from monograph funds (either DDA or subject funds). The deadline for feedback is still March 4.

Special thanks to Shawn and Debbie from Taylor for finding additional savings and revising this recommendation in short order.

Thanks,

Samuel (on behalf of CFRRSC)

February 24, 2016 (to IRSC)

Dear IRSC Colleagues,

This message contains important information about the cancellation of the Springer E-book package. The deadline for responses is March 4, 2016.

CFRRSC has completed the analysis of the Springer E-book package and is making a recommendation to cancel this product and buy back selected individual subject collections, based on the following evidence:

- Springer usage statistics are flawed and inflated, as Springer only provides full text section requests (BR2 data) and counts all title sections for each title downloaded (e.g. if a title is downloaded once, and the title has 20 chapters, Springer counts this as 20 uses)
- Springer usage statistics show that purchasing the 'BioMedical and Life Sciences,' 'Engineering' and 'Medicine' subject collections would result in a savings of 75k versus purchasing those used titles via DDA
- The projected cost of acquiring all other titles via DDA (87k) plus the 3 subject collections (76k) would not be significantly higher than the total cost of the Springer E-book package (162k vs 161k, respectively)
- Considering the inflated usage statistics, the projected worst case scenario of relying on DDA would only result in a similar cost to the total package cost, carrying the potential upside of additional savings (due to the flawed/inflated Springer stats)
- DDA can be disabled at any point in time
- Ryerson took a calculated risk in 2014 and cancelled the Springer E-book package, saving 2/3 of the package cost

The takeaway from this analysis is that, because acquiring e-books via DDA provides cost containment flexibility, and other Universities are finding significant savings by opting out of the Springer deal, Western would be waging very little risk to potentially realize great savings by making this cancellation. Users should not be significantly impacted, as access to 2016 titles will still be available via aggregate DDA platforms (e.g. EBL). Previously purchased Springer titles will still be available via the Springer platform and Scholars Portal.

Attached are various cost scenarios in addition to pricing files provided by OCUL. Note that all pricing is confidential to Western.

Please forward any questions or concerns to cfrsc@uwo.ca, and indicate if you support this recommendation to lrsc@uwo.ca by March 4, 2016.

Thanks,

Samuel (on behalf of CFRRSC)

Collections are a service

Charleston Conference, 2015

Daniel Dollar
Director of Collection Development
Yale University Library
November 6, 2015

Collection Development Philosophy

SEARCH STATEMENTS

Go

COLLECTION DEVELOPMENT STATEMENTS

African Collection

American History, American Studies, and African American Studies

Anthropology

Astronomy

Bass Library Collection

Biological and Biomedical Sciences

Chemistry

Chinese Collection

Classics

Comparative Literature

Computer Science and Applied Mathematics

Collection Development Statements

Yale University Library Collection Development Philosophy

The Yale University Library collects, organizes, preserves and provides access to a rich and unique record of human thought and creativity in a variety of formats, in support of the teaching, research and public missions of the university. As one of the world's leading research libraries, and in keeping with Yale's global reach, the library also strives to support the global community of scholars through our collections and services.

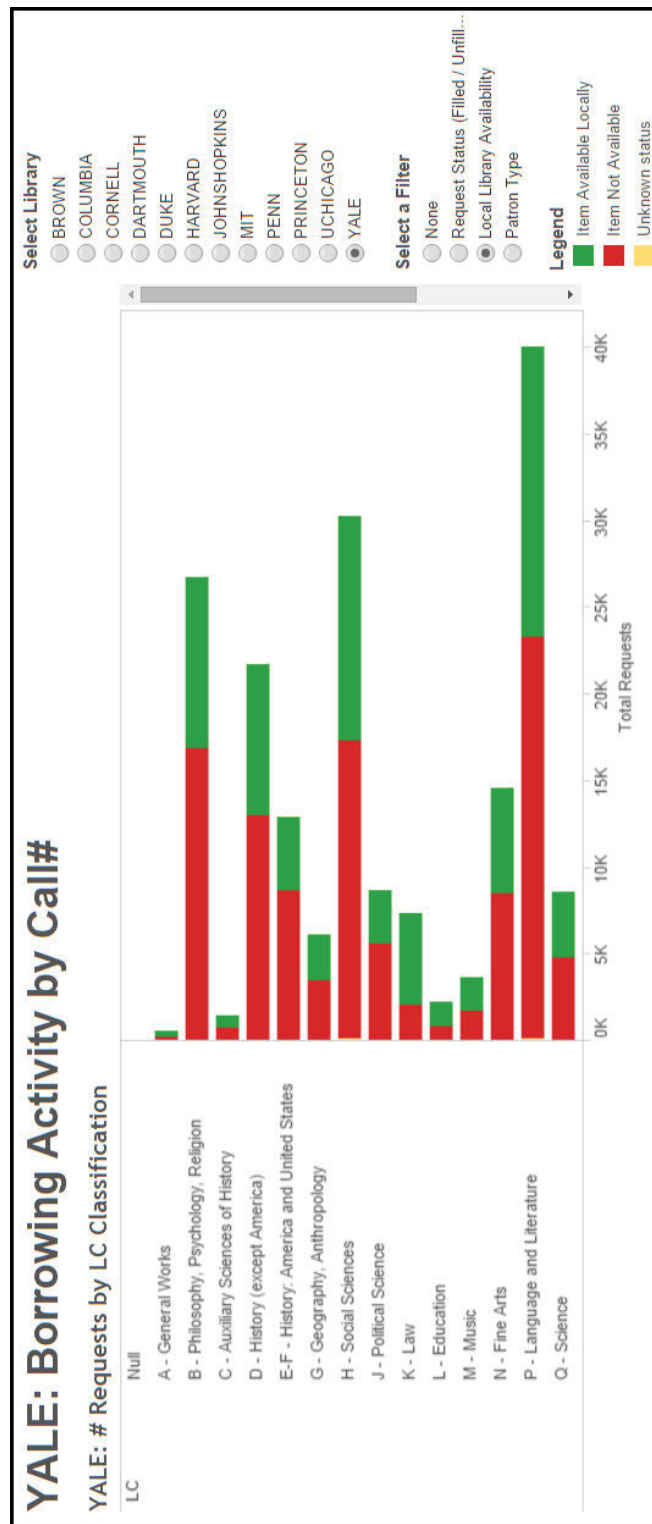
Librarians collect in appropriate and available formats by adapting strategies that provide for the anticipated needs of patrons. Availability of digital content varies due to disciplinary and geographic differences, developments in the publishing marketplace, and technological advances. Yale librarians assess the Library's collections for quality and accessibility, and foster peer relationships within the library profession to better inform Yale's library collection building.

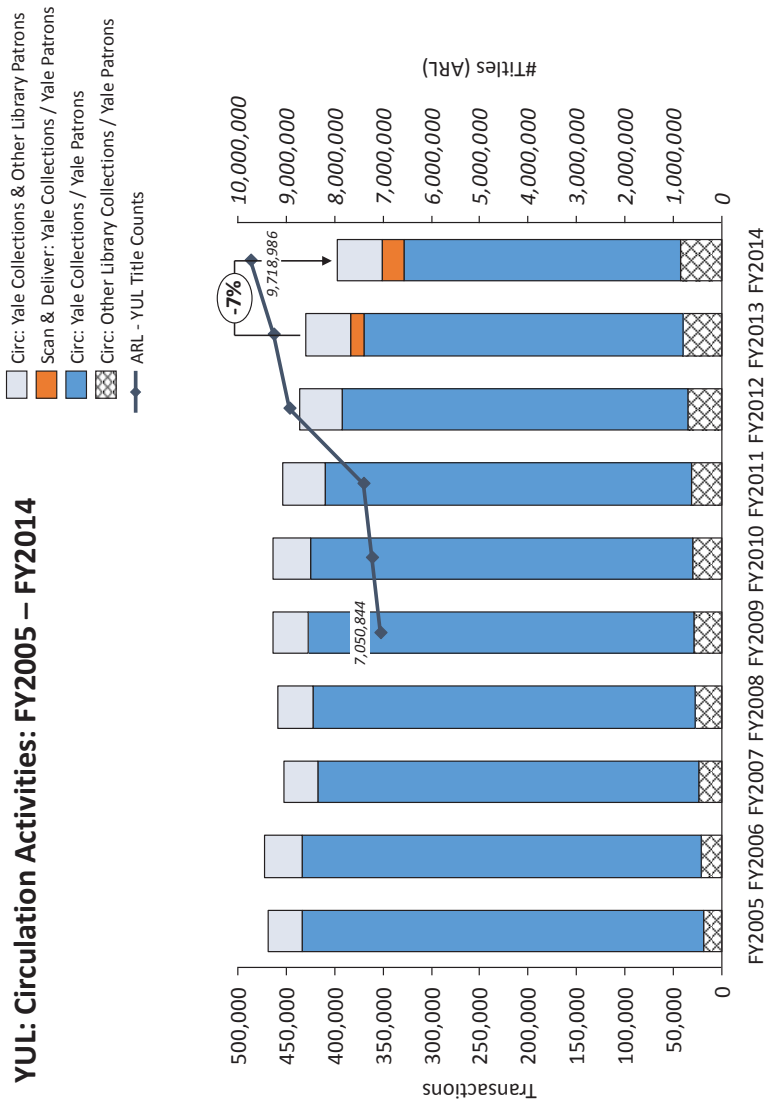
Academic libraries have limited resources to collect comprehensively in all subject areas and therefore supplement their collections through interlibrary borrowing and lending programs. The Yale University Library participates in several consortial arrangements, and seeks collaborations with other libraries, publishers, commercial and open access enterprises, open source communities, and digital initiatives, in order to maximize access to resources.

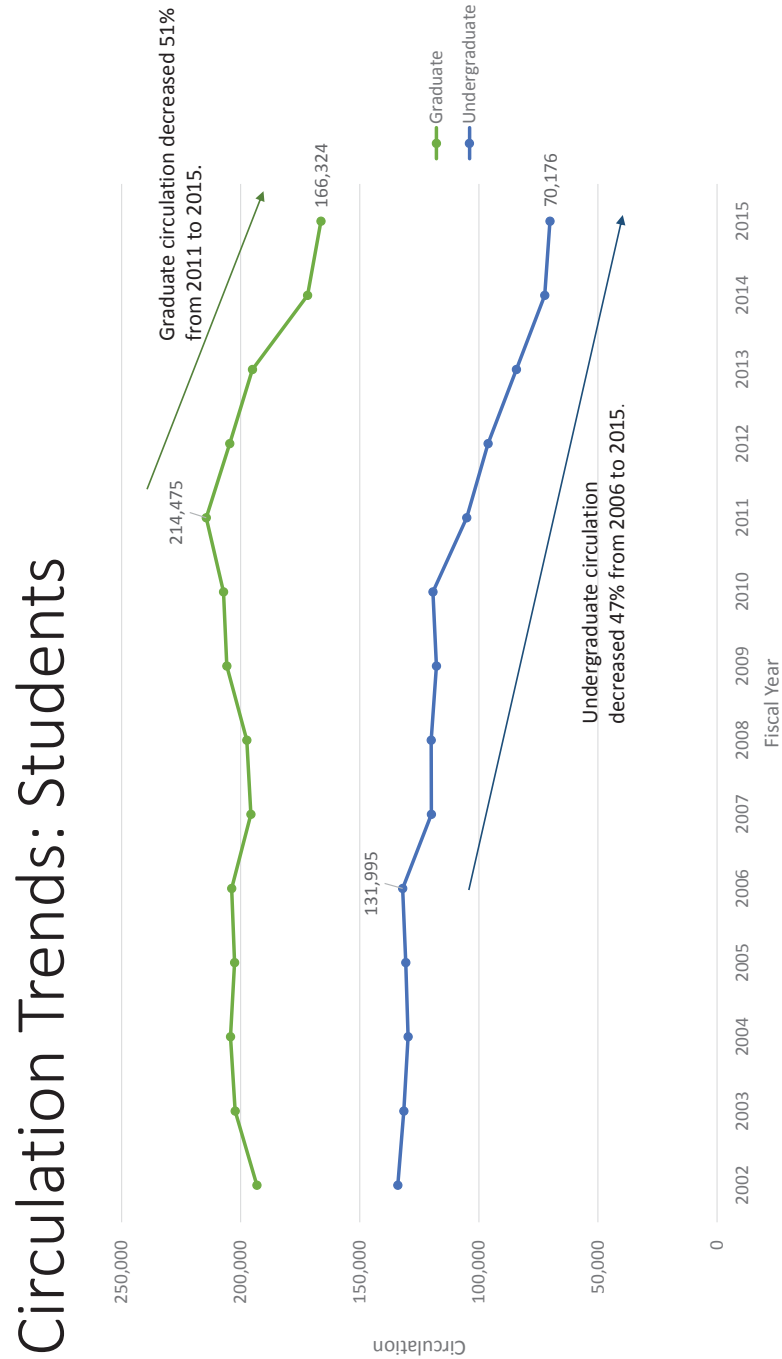
This Collection Development Philosophy guides the work of collection managers and subject specialists across the Yale University Library. Collection development statements for specific disciplines or departments describe priorities and operational approaches appropriate to those disciplines, but all collection development work is clearly aligned with the strategic goals and priorities of Yale University.

The Collection Development Philosophy was reviewed and approved by the Advisory Committee on Library Policy on March 27, 2013.

<http://web.library.yale.edu/policy/collection-development-statements>

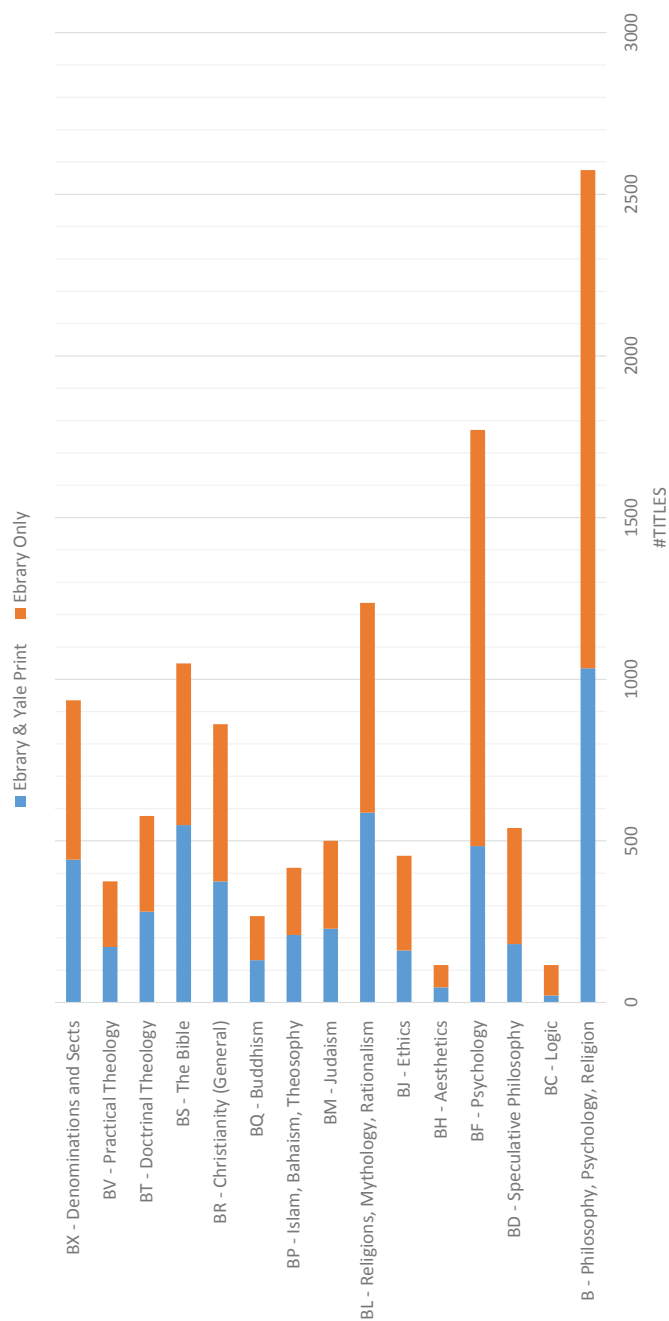






Ebrary Deep Dive

Titles by LC Subject: B – Religion, Philosophy & Psychology



Collection Usage: Ejournals, Ebooks, and Print

