

duPont-Ball Library

Technical Services Department Annual Report 2008-2009
(Acquisitions, Cataloging, Collection Development, Electronic Services,
Periodicals)

Submitted by
Debbi Dinkins
Head of Technical Services

Technical Services Department Personnel: Kai Armstrong, Electronic Services Technician; Linda Grooms, Periodicals Supervisor; Laura Kirkland, Catalog Librarian; Geri Littler, Technical Services Specialist; Pat Lopez, Conservation Specialist; Ann Molohon, Continuations Specialist; Angela Story, Government Documents Specialist; Linda Zack, Acquisitions Specialist.

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Compiled by Head of Technical Services Debbi Dinkins

OVERVIEW

Acquisitions: \$666,928 was spent on library resources (including binding, shipping, etc.) for all libraries. \$68,609 of the total spent came from gift funds including the income generated from the Daphne Brownell endowment, the S. Elizabeth Stetson endowment, the Sandra Stetson Martinuzzi endowment, and from the Frederick Gerstell gift fund, Rinker and book sale funds. Web database subscriptions surpassed journal subscriptions in percentage of budget used with 38.35%. Journal subscriptions used 35.49% and books used 16.40%.

Cataloging: Of the 7,447 titles cataloged this year (excluding government documents and recon), only 2,784 were books, indicating a shift in acquisitions from physical to electronic and digital formats.

3,747 new volumes were added to the physical collections (963 volumes in periodicals and 2,784 in books). Over 42,000 ebooks were added to the electronic collections with the addition of the Ebrary book collection.

Databases: The library added access to the following databases this year: American Indian Experience (free from Greenwood); ebrary Book Collection; Daily Life Online (free from Greenwood); Lexis-Nexis Statistical Datasets.

Withdrawals and Collection Evaluation: The library achieved negative growth in its physical collections this year, withdrawing 5,933 volumes (1,389 from circulating and 4,544 from reference).

Personnel: The department gained an Electronic Services Technician staff position to support library technology. The position was filled in August 2008 by Kai Armstrong.

I. Challenges and Issues

A. Budget

We continued to operate with an acquisitions budget that is lower than 2001/2002 budget levels. As the percentage of funds spent on web resources grows (38.35% in 2008/2009 compared to 28.85% in 2006/2007), the buying power for web resources decreases. The gift funds currently available, which provided 10% of library materials funding this year, are designated primarily for books and other physical formats and not for electronic format. One of the five year goals for Technical Services is to continue to procure gift funding for electronic resources.

B. Physical Space in Periodicals

Limited space for paper and bound journals and microform journals is still an issue. We continue to work toward resolution of this issue as one of the five-year goals of the department. Dinkins, Grooms and Library Director Betty Johnson will continue work on the second phase of our periodicals retention project addressing this issue. The library acquired access to JSTOR through a Law School Library subscription in the spring of 2007. The second phase of the evaluation project examines the overlap between journals available through JSTOR and our physical journal collection. Grooms and Dinkins continue to evaluate the current subscriptions.

C. Cataloging Workload

We continue to operate with one full-time cataloger and two part-time copy catalogers for all collections, excluding Government Documents. There is a greater demand for librarian-level cataloging with the need to catalog more and more special collections items and electronic resources. In the summer of 2008, Reference Librarian Jane Bradford began cataloging electronic resources and special collection materials to help with the workload.

This fiscal year, 3,941 ebooks were cataloged (over 42,000 ebooks were added through Ebrary), compared to 1,043 in 2007/2008. Also, the number of physical volumes cataloged this fiscal year dropped from 4,636 to 2,784. Explanations for the drop in the number of physical volumes cataloged include semester-long sabbaticals for Kirkland and Dinkins and a drop in the number of books ordered because of static funding levels with no increase in materials budget. There has been a steady decrease in the total number of titles ordered (corresponding to number of orderlines created in Sirsi) over the last three fiscal years. See table below showing last five fiscal years.

Decrease in Number of Orderlines Created

Fiscal Year	Number of Orderlines Created
2004/2005	5,353
2005/2006	5,596
2006/2007	5,655
2007/2008	4,620
2008/2009	4,336

D. Catalog Web Interface

The library will move to an updated version of web interface for our catalog. Our current version, Webcat, is no longer being developed or enhanced by Sirsi. In fact, Sirsi plans to stop all support for Webcat in 2010. Plans are to upgrade the catalog web interface in 2011.

E. Personnel Changes

Lopez's position changed to a part-time position on July 1, 2008. Armstrong joined the department in August 2008 as Electronic Services Technician.

II. Five-Year Goals, 2008/2009 – 2012/2013

A. Periodicals Space

Periodicals Retention project continues to evaluate redundancy of access and need for current subscriptions.

B. Cataloging Workload

Dinkins and Kirkland, with the help of the Cataloging Team, will continue to monitor and streamline the cataloging workload and explore options for adding catalogers or redistributing workload.

C. Zero Growth in Physical Book Collection

Librarians and staff will continue to evaluate the physical book collection and withdraw obsolete and outdated books or offer access to electronic versions.

D. Electronic Resources

Efforts will continue to acquire access to more and more titles in electronic format.

E. Webcat Conversion

The library will upgrade the web interface of the catalog in 2011.

F. Funding for Electronic Resources

Dinkins will continue to work with Johnson and Ryan to secure outside funding for electronic resources.

III/IV. Progress 2008/2009 and Assessment

Agenda items for 2008/2009, as stated in the department's last annual report, as well as assessment of those items are listed below.

A. Periodicals Space

Very little progress was made with the Periodicals Evaluation project in 2008/2009. Dinkins was on sabbatical in the fall of 2008 and also had increased workload in spring 2009 while Kirkland was on sabbatical. The second phase of the project still needs to be addressed by evaluating redundancies between the physical collection and access through JSTOR.

B. Cataloging Load and Workflow

The number of physical volumes cataloged in 2008/2009 decreased from the previous fiscal year. However, the number of titles cataloged increased from 6,547 to 7,447 because of electronic formats.

Bradford took over responsibility for monitoring and updating the library's ebook collections, excluding Ebrary.

C. Sirsi

Armstrong and Dinkins consulted with various vendors on a new public web interface for the Sirsi catalog. Most products were not affordable. Sirsi's latest web interface is the most affordable option. After consulting with Ryan and Johnson, the Systems Team decided to defer the catalog web interface upgrade until 2010/2011. ContentDM, an application for Archives, will be purchased and implemented first.

D. Collection Evaluation

The goal was stated to withdraw at least 3,000 volumes from the circulating collection. We fell short of this goal because of Dinkins' sabbatical leave in the fall. However, more than 5,000 volumes were withdrawn from the library's physical collections, thus achieving negative growth overall. Over 4,500 volumes were withdrawn from the reference collection as part of a large weeding/evaluation project.

E. Training of Electronic Services Technician

Dinkins worked with Armstrong to train him on Sirsi maintenance and on maintaining the public workstations. He took over responsibility for both of these areas while Dinkins was on sabbatical. Armstrong has created images for the public workstations and has assumed responsibility for Sirsi server maintenance and routine operations, such as semester student loads.

F. Funding for Electronic Resources

Johnson procured a new fund, the Porter Endowment that will be used partially for library materials, both physical and electronic. Also, Johnson procured the Martinuzzi endowment, which can also be used for both physical and electronic materials.

V. Agenda 2009/2010

A. Periodicals Space

Continue periodicals retention project. Concentrate on periodicals that duplicate online access through JSTOR. Continue to evaluate current paper subscriptions. Plan for possible move of Music Library collection to Main Library building.

B. Cataloging Load and Workflow

Continue to evaluate cataloging load and look for ways to streamline processes.

C. Sirsi

Explore options for new public interface for the catalog.

D. Collection Evaluation

Evaluate more volumes from the circulating collection as part of the collection evaluation project. Withdraw at least 3,000 circulating volumes to achieve zero or negative growth for the physical collection.

E. Implement New Budget Allocation Model

Implement new budget allocation model of Banner fund 2093 for academic departmental allocations. New assessment procedures will also be implemented to ensure that the model is effective.

F. Funding for Electronic Resources

Continue dialog with Johnson and Ryan about options for funding electronic resources.

**VI. Cataloging Department Report FY 2008/2009
(reported by Laura Kirkland)**

Statistics: (Besides Total 2008/2009 Titles Cataloged, these do not include Spring Semester 2009, when the Cataloging Librarian was on sabbatical).

Total 2008/2009 Titles cataloged (includes government documents and recon)	11,220
Titles originally cataloged	32
Authority Records imported/created	7,539
URLs corrected	65
RUSH items cataloged and checked	27
Items with HOLDS cataloged and processed	33
New headings for items added	37
Subject headings added to records	87
Call numbers created	31
Call numbers corrected	14
Sirsi records corrected	2
Contents notes added	2
Quality check on items (items processed)	1,964
Barcodes corrected	4
Typographical errors/misspellings corrected	163

These statistics represent a small part of what goes on “behind the scenes” to ensure quality control and consistency in the online catalog.

Other Projects:

The Library of Congress regularly updates/changes subject headings to more closely reflect current terminology. We search our catalog for these headings and update them to remain consistent with the current/changed headings. In the last year, we updated 250 LC Subject headings in our catalog and updated 3,395 corresponding bibliographic headings.

Since the Library of Congress has begun adding death dates to personal name headings on authority records, we regularly check our database for these updated headings to correct our bib. file. In the last year, we updated 349 such authority records and 2,051 corresponding bibliographic headings were corrected to match the current form.

Inventory Project: With the help of our student assistants, we continue our inventory of the collection. My absence (due to sabbatical in the spring) minimized the progress this year. Working in the H classification section this year, we have: found and reinstated 1 lost book and 1 missing book, added 3 titles and 13 volumes to the catalog, corrected 8 copy numbers, corrected one call number, relabeled one book, and corrected one barcode.

Identified 34 music sound recordings without a General Material Designation and added **[sound recording]** to each record.

Reclassed 1,465 books in the HM class when the existing range of numbers was discontinued in favor of an expanded range.

VII. Electronic Services Report FY 2008/2009 (reported by Kai Armstrong)

Imaging Computers – The library's 46 public workstations were all re-imaged to begin the Fall 2008 semester. This new image was based on the IT Department's image for their lab workstations so that the library would be in a similar standard with those. The image was edited, customized and deployed by the new Library's Electronic Services Technician. Throughout the course of the fall and spring semesters minimal issues came out of the new image and the stability of the public workstations was excellent.

SIRSI Tasks – The Library's Electronic Services Technician immediately took over the responsibilities of the Integrated Library Systems. The ILS is responsible for the Library's catalog and inventory system. As part of the EST's responsibilities, they were responsible for the daily and weekly backups; maintenance and troubleshooting of issue arise, and support the staff with their use of the software.

Reference Desk – The EST was also piloted as a Reference Librarian to help support the students with their technical questions. They worked approx. 8hrs a week at the reference desk, and were also available during office hours to help assist students with technical problems they may have had.

EZ Proxy – The EST assumed the responsibilities of the EZProxy server software which allows students, staff, and faculty to access the library's paid databases and journals from off campus. This system is maintained with updates to support each individual database and journal. The EST was also responsible for troubleshooting connectivity issues from off-campus for students, faculty, and staff local to DeLand as well as those that attend the Celebration campus.

Hardware Upgrades – The EST evaluated the current computer systems hardware of the library both for its usability as well as its compliance for being a Government Documents Depository. Hardware was upgraded with available parts from older machines no longer in service, as well as working with IT to deploy several new machines to the library.

Staff Computers – The EST was responsible for the first support of issues with the Library Staff computers. This support helped by solving issues quickly for Library staff without having to work through the IT department. However, when issues did arise that needed the support of the IT department these requests were facilitated and directed through the EST.

IT Department – The EST has built relationships with key members of the IT department to help facilitate more immediate support with certain issues. These relationships have helped to strengthen the overall technical solutions provided by both Stetson University and the Library.

SWAT – The EST served on the Library's Systems Team which includes the Library Director, Associate Director, and Head of Technical Services. The EST's primary role was to advise the administration on technical purchases and upgrades.

**VIII. Periodicals Report
(reported by Linda Grooms)**

PERIODICALS DEPARTMENT ANNUAL REPORT 2008/2009

I was an early adopter of Ebsco's E-Journals Order Activation Summary service. After giving my feedback to Ebsco, I discontinued use of the service and returned to using the Access database that I had created to track our online journal orders, as it allows me to track additional bits of information that I find useful.

Since many of our journal subscriptions are now for online only, or include online access, this year we expanded the focus of our journal maintenance efforts to include systematic checking of access to our individual electronic journal subscriptions. At this time, we check access for titles in our databases, only if a problem is reported.

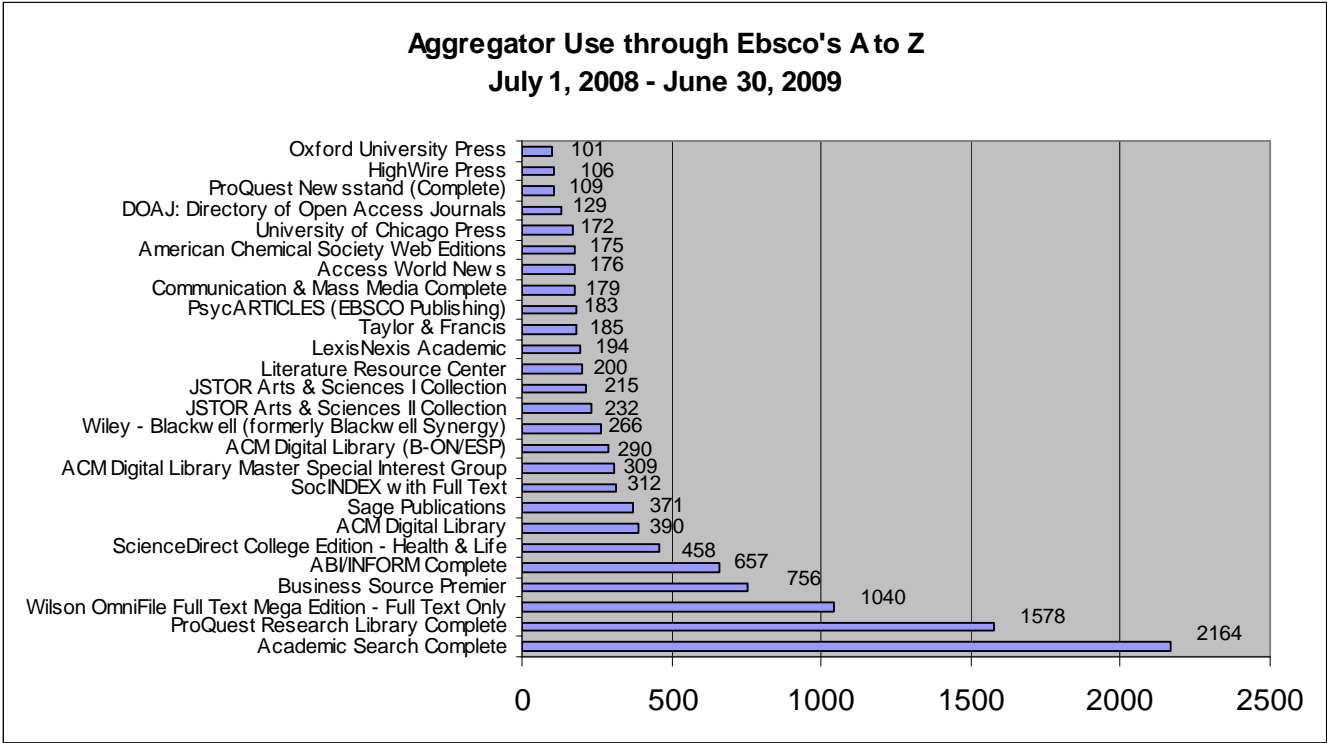
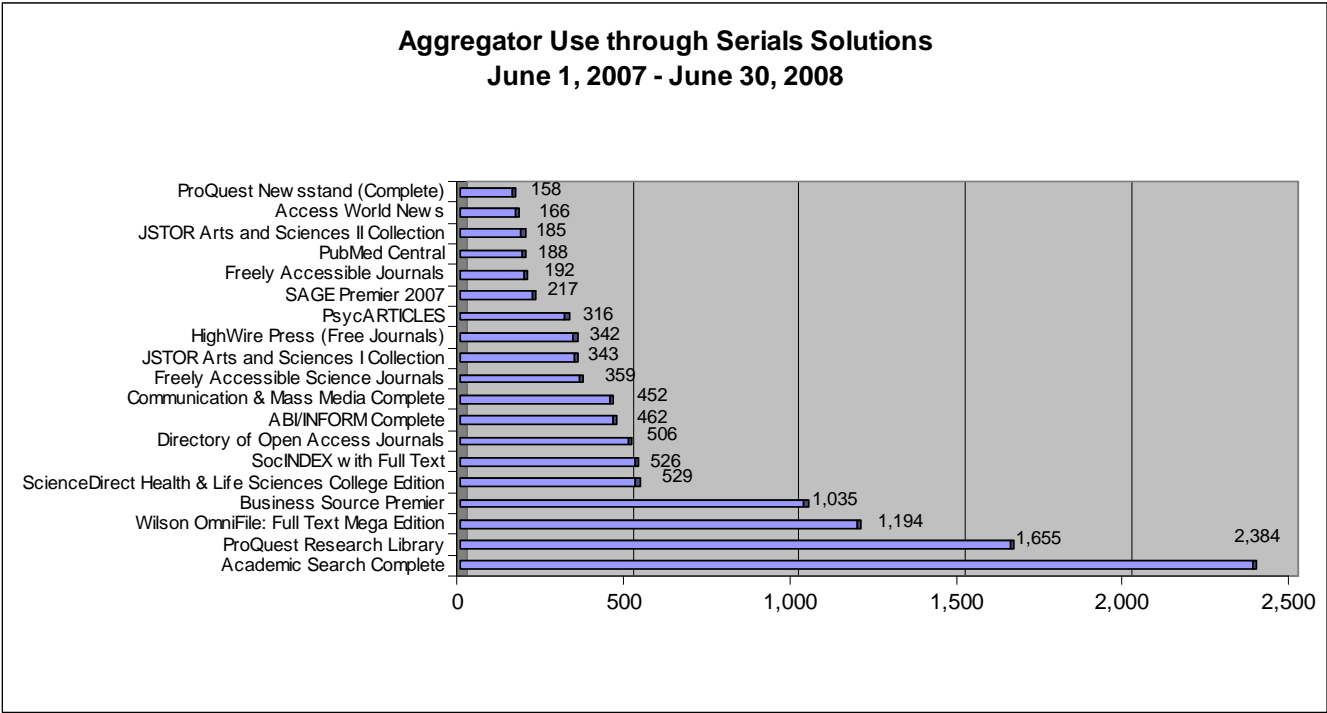
Due to space considerations, we retain a limited backfile of many of our journals. As we withdraw journals from our collection, I offer them for sale to various back issue vendors. This year I sold 60 volumes for a total of \$184.00.

We continue to participate in the Backserv exchange program, to find a home for withdrawn issues that we aren't able to sell, and to fill gaps in our collection. This year we provided 96 issues to 35 libraries and received 20 issues from 11 member libraries. Nine volumes were completed, bound and added to our permanent collection due to our participation in this program.

PERIODICALS DEPARTMENT 2008/2009 STATISTICS

CATEGORY	STATS FROM 2007/2008	ADDED	DROPPED / WITHDRAWN	STATS FOR 2008/2009
BOUND VOLUMES HELD	64,818	963	7	65,774
MICROFICHE TOTAL TITLES	659	1	59	601
MICROFICHE NUMBER PIECES	154,000	110	-	154,110
MICROFILM TOTAL TITLES	244	-	-	244
MICROFILM NUMBER ROLLS	8,516	32		8,548
CURRENT TITLES SUBSCRIBED (PAPER & MICRO)	964	8	68	904
MICROFORM SUBSCRIPTIONS IN LIEU OF BINDING	6	-	-	6
ACTIVE & INACTIVE JOURNALS (PHYSICAL FORMAT)	3,102	8	42	3,068
				-
ELECTRONIC JOURNALS AVAILABLE IN FULL TEXT (Includes aggregator databases)	29,515			36,104
ONLINE ONLY SUBSCRIPTIONS	111			571
SUBSCRIPTIONS THAT INCLUDE PRINT PLUS PAID ONLINE ACCESS				74
SUBSCRIPTIONS THAT INCLUDE PRINT PLUS FREE ONLINE ACCESS				171
Two subscriptions were placed in 2008/2009 that included print + an upcharge for online access.				
The total for these upcharges was \$12.00.				
<i>*1 withdrawn 0809, 58 withdrawn & 1 added 0708 not recorded on 0708 Annual Report)</i>				

(Added by Dinkins)



Journal use through our journals A to Z lists has dropped again this fiscal year. Use will be monitored to see if the trend continues.

FACULTY AND STAFF ACTIVITIES
(July 1, 2008 to June 30, 2009)

Debbi Dinkins
Head of Technical Services and Associate Professor

PRESENTATIONS, PUBLICATIONS AND ACTIVITIES

Cataloging consultant for Faulkner State Community College, Bay Minette,
Alabama
Consultant to CFLC's Suzi Holler for training presentation on LHRs
Granted sabbatical leave for fall 2008
Collection Development/Resource Sharing Conference, Tallahassee, March 2009
Preconference on Ebooks and Resource Sharing, Tallahassee, March 2009
Florida Library Association Annual Conference, Orlando, May 2009
ICUF Annual Conference, Lake Wales, May 2009

MEMBERSHIPS IN PROFESSIONAL ORGANIZATIONS

Florida Library Association
American Library Association
Association of College and Research Libraries
Arts Section & College Section
Member of the Arts Section Membership Committee
Beta Phi Mu International Library Science Honor Society
Florida Library Unicorn Users' Group

UNIVERSITY SERVICE

Member of University's Admissions Committee
Member of University Gender Equity Council
Member of Library's Johnson Research Essay Prize Committee

COMMUNITY SERVICE

Member of Executive Board and President of Stetson's People Helping People
Webmaster for Central Florida Chapter of the University of Alabama Alumni
Association

Professional Activities July 1, 2008 - June 30, 2009

**Laura N. Kirkland
Cataloging Librarian**

PARTICIPATION IN CONFERENCES, WORKSHOPS, AND SEMINARS:

**Attended Florida Library Association Annual Conference:
“Libraries: Connecting People, Information, and Knowledge” in Orlando**

**Participated in the online SOLINET workshop:
“Changes Ahead with AACR2, RDA, and FRBR” in August.**

**Attended quarterly Central Florida Library Consortium Cataloging Interest Group
meetings:
Weeding a Periodicals Collection – Embry-Riddle Aeronautical University
Resource Description and Access and Functional Requirements of Bibliographic Records –
Barry University College of Law**

**Attended Florida Writer’s Association Conference in Lake Mary
to represent and promote the Florida Library Association**

PRESENTATIONS, PUBLICATIONS AND ACTIVITIES

**Served as the Florida Library Association News Digest Editor, compiling and editing news
from FLA and from national library news sources on a monthly basis**

**Began sabbatical research study to compare online catalog searches with subsequent
checkouts of library materials**

Edited and compiled the 2007 Stetson University Faculty Review

PROFESSIONAL MEMBERSHIPS:

American Library Association

Association of College & Research Libraries

Association for Library Collections and Technical Services

Florida Library Association

Florida Association of College and Research Libraries

CFLC Cataloging Interest Group

Freedom to Read Foundation

COMMUNITY SERVICE:

Participated in Lee National Denim Day to raise money and awareness for breast cancer research

Participated in AHA Wear Red Day to raise money and awareness for heart disease research

Filled food basket for Thanksgiving Basket Brigade

Served as Treasurer for Emmaus Lutheran Church Women's Group

Helped organize and staff Gift Fair at Emmaus Lutheran Church, raising over \$4,000 for charity

LIBRARY AND UNIVERSITY SERVICE:

Participated in First Year Student Program (providing individual/personalized library and research assistance to first-year students as requested)

Served on the Professional Development Committee. Read and evaluated 14 Summer Grant proposals and 11 applications for sabbatical leave

Served on the Library's Promotion and Tenure Committee. Reevaluated Library's Tenure and Promotion Policies.

Designed the invitations for the Library Fall Reception



Patricia G. Lopez
Conservation Specialist (Library Assistant II)

Participation in Meetings, Workshops, and Seminars:

Quality of Service Luncheons
Assisted with annual Library Book Sale

Participation in meetings with the Library Director
and Supervising Librarian of Technical Services

**Assist L.Grooms and A. Molohon in daily activities
in Periodicals Dept.**

**Coordinate the Library's participation in the
Annual Stetson Shares**



Ann Molohon, Continuations Specialist

Participation in Meetings, Workshops and Seminars

- Annual Campus-Wide Meetings
- Attended Tech. Service and Staff Meetings
- Attended Cataloging meetings
- Attended Quality of Service Luncheons
- Attended Procedure manual meetings for Serial, Cataloging and Acquisitions

Library Activities

- Attended Annual reception in August 2008
- Participated in Basket Brigade and Christmas giving

Special Projects

- Worked on weeding/collection evaluation in the stacks
- Cataloging e-books

Community Activities

- Secretary, Board of Trustees of Living Water Church
- Hospice volunteer, Orange City, Fl.
- Volunteer, Volusia County Schools
- Handmade Afghan Project for Wounded Veterans



Linda Zack

Acquisitions Specialist (2008/2009)

- Participation in Meetings, Workshops and Seminars
- Attend Quality of Service luncheons and campus-wide staff meetings
- Library support staff meetings with library Director and Head of Technical Services
- Volunteered as needed with Quality of Service Committee
- Volunteer for the Annual Thanksgiving Dinner Basket Brigade
- Volunteer for the Annual Christmas Donations and wrapping
- A judge for the Volusia County Romance Writers Laurel Wreath Contest

Library Activities

Continue to reduce cost through negotiations with publishers and suppliers.

We changed from a corporate MasterCard to a personal VISA card for acquisitions. The personal card is paid by the University and earns points toward book purchases through Amazon.com. During this change, a new invoicing procedure was created and implemented for the credit card statement that has streamlined the statement processing.

Continue to maintain the Amazon Visa card and processing invoices/orders electronically generating a savings to Stetson University with reduction in paper costs.

Served as a member of the Library Acquisitions Team.

Implemented written desk top procedures for Acquisitions.

Participated in the annual Library Book Sale.

Contributions, Community, Donations and Gift-giving Programs.

Community Service

American Heart Association

Supported and donated to the awareness for the Susan G. Komen Breast Cancer Foundation

Donated to the American Red Cross

Angela Story
Government Documents Specialist

Participation in meetings, training and seminars

Interest Group: Government Documents, sponsored by CFLC, DuPont-Ball Library, Stetson University

Lexis-Nexis demonstration of Statistical DataSets. Jude Hays, Lexis-Nexis representative. Media Center L25. Stetson University

Library activities

Max Cleland Collection dedication, DuPont-Ball Library, Stetson University

Technical Services meetings
Cataloging (department) meetings
Newly formed Cataloging Team Meeting
Serials/Binding Team meetings
Library Staff meetings

University Activities

Keynote address, Dr. Allan Johnson: "Unraveling the Knot of Privilege, Power & Difference". Town meeting on Diversity. H. Douglas Lee Chapel, Stetson University

"Freedom Ride" video tour and presentation. Sponsored by Stetson University and Stetson Law School. Rinker Auditorium, Stetson University

Howard Thurman Dinner and Lecture Series, Stetson University
Quality of Service Breakfast and Luncheons, Stetson University
University-wide staff meetings, Stetson University
Annual Thanksgiving Dinner Basket Brigade
Annual Christmas Gift Wrapping Party

Special Projects

Relabeled entire GovDoc print collection shelves located in the basement

Completed RECON of all PREX (CIA) larger maps housed in the GovDoc map case and regular size maps shelved in GovDoc print collection – 488 titles.

Continued RECON of U.S. Senate, Committee on Foreign Relations hearings (print) - 416 titles.

LIBRARY CATALOGED HOLDINGS AS OF JUNE 30, 2009

Appendix A

DESCRIPTION	Vols. Held	Titles Held	Vols. Held	Titles Held	Vols. Held	Titles Held
	5/31/07	5/31/07	6/30/08	6/30/08	6/30/09	6/30/09
PHYSICAL COLLECTIONS						
Circulating Collection	241,469*	216,802*	245,632	220,990	247,113	222,489
Reference Collection	21,535	7,758	21,523	7,768	17,072	6,177
Music Library Books	2,951	2,284	2,959	2,289	2,974	2,305
Stetson Collection	4,412	2,163	4,571	2,276	4,725	2,374
Treasure Collection	1,232	769	1,269	788	1,306	811
Greenlaw Collection	281	280	1,519	1,513	1,547	1,541
Shaw Collection	87	48	87	48	88	49
Cleland Collection	n/a	n/a	34	28	48	40
Sub-Total Books	271,967*		277,594		274,873	
BOUND PERIODICALS VOLUMES HELD	64,054		64,818		65,774	
TOTAL BOOK & JOURNAL VOLUMES (Physical)	336,021		342,412		340,647	
		Titles Held		Titles Held		Titles Held
		5/31/07		6/30/08		6/30/09
VIRTUAL COLLECTIONS						
Reference Ebooks (including added copies)		602		760		1,024
Ebooks (including added copies)		1,432		2,251		44,474
Websites		204		371		380
Remote Databases		51		59		80
Senior Projects		3		3		3

* Figures for 2006/2007 do not include Juvenile collection.

JOURNALS - TITLES		Titles Held		Titles Held		Titles Held
		5/31/07		6/30/08		6/30/09
Current Titles Subscribed (paper & micro only)		982		964		904
Microform Subscriptions in lieu of Binding		6		6		6
Online Only Subscriptions		87		111		571
Active & Inactive Journal Titles in Library		3,099		3,102		3,068
Internet Journals Available in Full Text		22,667		**31,430		36,104
Subscriptions: Print + Free Online				*389		171
Subscriptions: Print + Fee for Online						74

* FY8 total includes free online and fee online.

** Journal list vendor changed (July 2008) to Ebsco A-Z. Vendor counts many journals as full text that Serials Solutions did not.

JENKINS MUSIC LIBRARY	Vols. Held	Titles Held	Vols. Held	Titles Held	Vols. Held	Titles Held
	5/31/07	5/31/07	6/30/08	6/30/08	6/30/09	6/30/09
Audiocassettes	113	99	113	99	113	99
Compact discs	5,606	5,476	5,945	5,801	6,105	5,960
Phonorecords (Sirsi only)	8,057	7,556	7,952	7,461	7,858	7,371
Scores (score parts not counted sep. after 5/31/00)	15,858	11,004	16,395	11,464	16,574	11,616
Sheet Music Minimally Cataloged & Not Classified	966	966	979	979	979	979
Recital CD's Minimally Cataloged & not Classified	1,286	1,015	1,583	1,166	1,839	1,296
FEDERAL DOCUMENTS PHYSICAL HOLDINGS						
Paper Pieces / Volumes	250,176		238,958		240,316	
Microfiche Pieces	121,633		110,153		110,261	
Microfilm Reels	223		223		223	
Maps	1,401		1,407		1,409	
CD-Roms	2,512		2,529		2,511	
Computer Disks	169		169		169	
Videocassettes	30		30		30	
DVDs	147		164		175	
Government Documents Recon Titles (Total)		1,627		2,712		3,926

FEDERAL DOCUMENTS TITLES CATALOGED	Vols. Held	Titles Held	Vols. Held	Titles Held	Vols. Held	Titles Held
	5/31/07	5/31/07	6/30/08	6/30/08	6/30/09	6/30/09
Paper Titles Fully Cataloged		33,773		34,946		35,588
Microfiche Titles Fully Cataloged		20,511		15,039		15,374
Paper & Microfiche Titles Minimally Cataloged		7,684		822		818
Titles Temporarily Minimally Cataloged		275		218		162
Computer Disks Fully Cataloged		7		7		7
CD-Roms Fully Cataloged		1,210		1,223		1,240
Maps Cataloged		448		474		912
Videocassettes		67		79		102
Document Remote Databases (incl. PURLS cataloged separately and as added copies)		16,488		19,212		21,590
Total Federal Documents Titles in Unique Formats Accessible through WebCat		80,463		72,020		*75,793
MICROFORMS						
Microfiche Books	**58,291	70	**58,291	66	**58,291	66
Microfiche Journals	155,258	659	154,000	659	154,110	601
Microfilm Books Reels & Titles	465	4,639	465	4,639	465	4,639
Microfilm Journals Reels & Titles	8,529	244	8,516	244	8,548	244

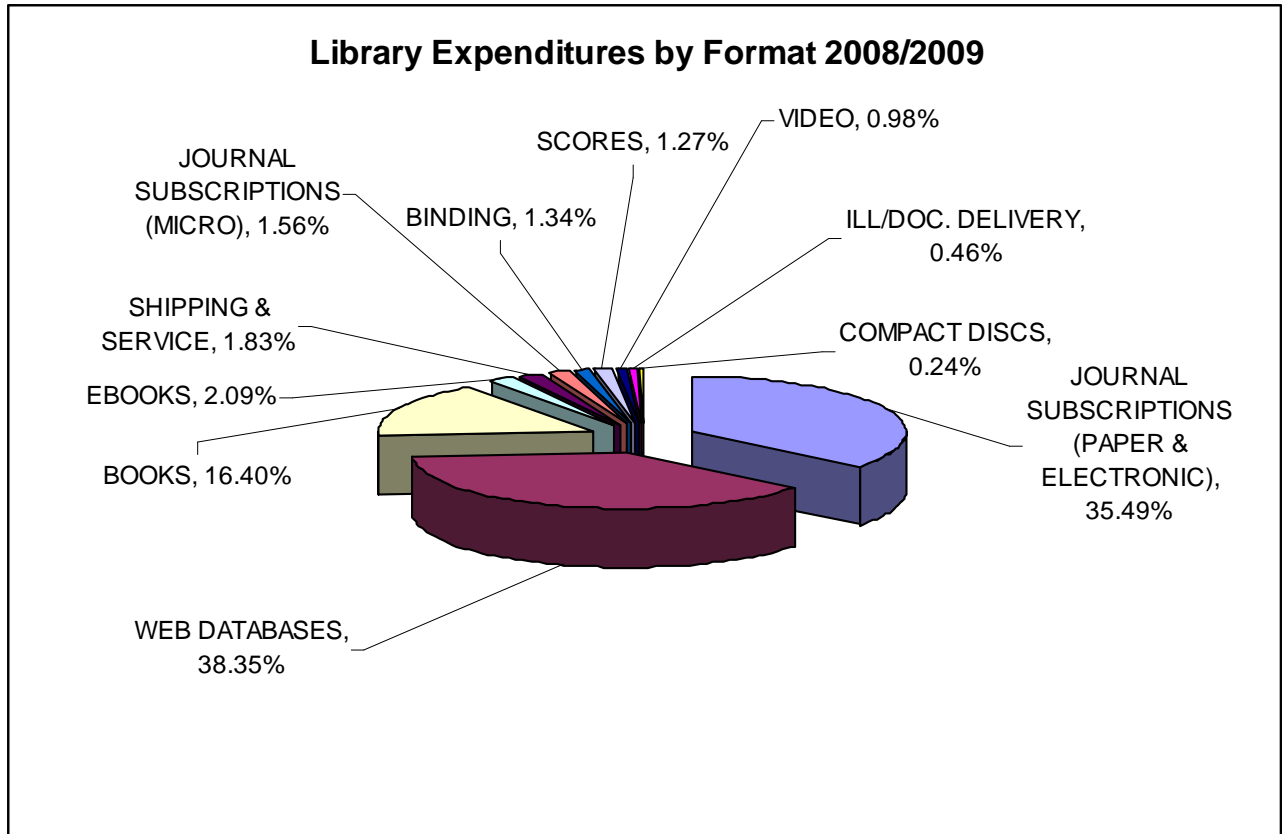
* Unique titles in multiple formats accessible through Webcat as of 6/30/09 = 66,312.

** Historical count provided is not based on Sirsi.

OTHER FORMATS	Vols. Held	Titles Held	Vols. Held	Titles Held	Vols. Held	Titles Held
	5/31/07	5/31/07	6/30/08	6/30/08	6/30/09	6/30/09
Audiocassette Titles (Main Library)	116	113	116	113	116	113
Compact Discs (Audio – Main Library)	7	7	9	9	11	11
Computer Software Disks & Titles	34	30	35	31	16	14
CD-Rom Disks & Titles (excl. Fed. Documents)	65	56	68	59	68	59
Dumm Audiocassette Collection	n/a	n/a	79	62	113	88
DVDs Pieces & Titles	979	830	1,305	1,114	1,650	1,439
DVD-Rom Disks & Titles (excl. Fed. Documents)	3	3	3	3	3	3
Maps – Cataloged	14	13	14	13	14	13
Slides – Pieces & Titles	247	3	247	3	247	3
Videodiscs – Pieces & Titles (Music & Main)	55	47	55	47	43	43
Videocassettes & Titles	2,806	2,123	2,829	2,142	2,740	2,065

Library Expenditures by Format Type

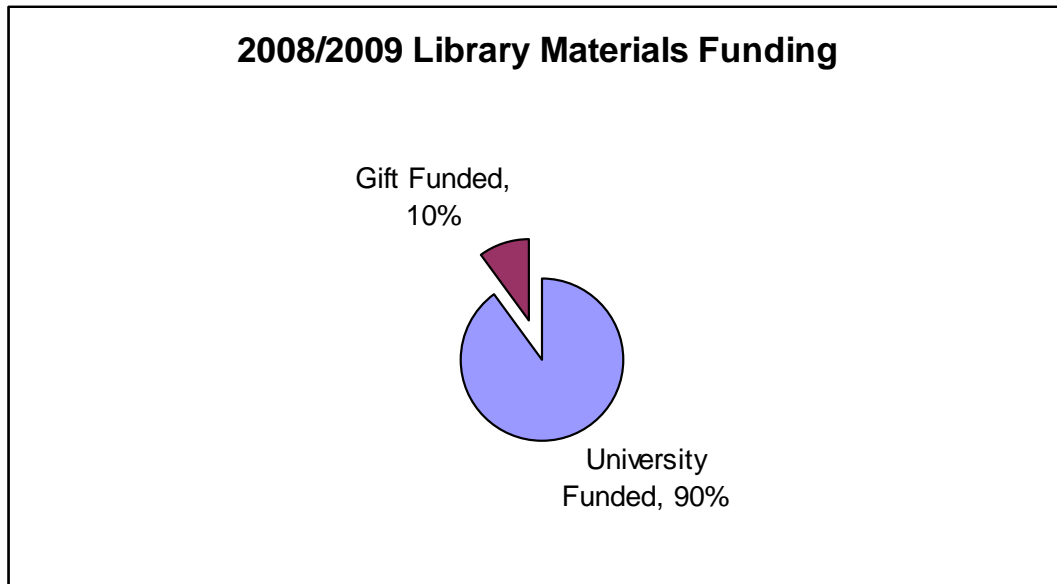
FORMAT	07/08 COST	07/08 PERCENTAGE	08/09 COST	08/09 PERCENTAGE
WEB DATABASES	\$222,490	33.56%	\$255,759	38.35%
JOURNAL SUBSCRIPTIONS (PAPER & ELECTRONIC)	\$250,450	37.78%	\$236,681	35.49%
BOOKS	\$124,823	18.83%	\$109,353	16.40%
EBOOKS	\$4,451	0.67%	\$13,964	2.09%
SHIPPING & SERVICE	\$13,812	2.08%	\$12,217	1.83%
JOURNAL SUBSCRIPTIONS (MICRO)	\$8,818	1.33%	\$10,371	1.56%
BINDING	\$13,888	2.09%	\$8,912	1.34%
SCORES	\$9,623	1.45%	\$8,476	1.27%
VIDEO	\$9,650	1.46%	\$6,524	0.98%
ILL/DOC. DELIVERY	\$2,470	0.37%	\$3,049	0.46%
COMPACT DISCS	\$2,447	0.37%	\$1,622	0.24%
TOTAL RESOURCE EXPENDITURES	\$662,924	100%	\$666,928	100%



LIBRARY RESOURCES EXPENDITURES BY FUND 2008/2009 Appendix C

NAME	FUND ID	SPENT
ACCOUNTING	9200	\$8,919
AFRICANA STUDIES	6233	\$1,909
AMERICAN STUDIES	6222	\$3,655
AQUATIC & MARINE BIOLOGY	6225	\$3,837
ART	6224	\$4,782
BINDING - BOOKS	6268	\$504
BINDING - PERIODICALS	6272	\$8,240
BIOLOGY	6226	\$25,333
BUSINESS - COMMON FUND	6264	\$2,791
CHEMISTRY	6228	\$43,044
COMMUNICATION STUDIES & THEATER ARTS	6262	\$6,830
COUNSELOR EDUCATION	6229	\$3,597
DATABASES	6200	\$191,660
DECISION & INFORMATION SCIENCE / QUANTITATIVE METHODS	6241	\$2,841
DIGITAL ARTS PROGRAM	6223	\$959
ECONOMICS	6230	\$8,494
ENGLISH	6234	\$13,042
FINANCE	6263	\$9,291
FOREIGN LANGUAGES	6244	\$4,769
GENERAL	6220	\$25,471
GEOGRAPHY / GEOLOGY	6236	\$6,186
GOVERNMENT DOCUMENTS PURCHASES	6274	\$1,495
HISTORY	6240	\$11,647
INTEGRATIVE HEALTH SCIENCE & SPORTS MANAGEMENT	6238	\$8,654
INTERLIBRARY LOAN DOCUMENT DELIVERY	ILL	\$2,898
LATIN AMERICAN STUDIES	6246	\$1,687
MANAGEMENT	6265	\$15,062
MARKETING	6251	\$5,638
MATHEMATICS & COMPUTER SCIENCE	6242	\$11,673
MICROFORMS-IN-LIEU-OF-BINDING EXPENDITURES	6270	\$9,122
MUSIC	6266	\$9,694
PHILOSOPHY	6248	\$6,194
PHYSICS	6250	\$8,068
POLITICAL SCIENCE	6252	\$10,794
PSYCHOLOGY	6254	\$9,837
REFERENCE	6256	\$24,670
RELIGIOUS STUDIES	6258	\$8,328
RUSSIAN STUDIES	6463	\$2,552
SERVICE & SHIPPING	6221	\$12,742
SOCIOLOGY & ANTHROPOLOGY	6260	\$12,808
TEACHER EDUCATION	6232	\$12,464
VIDEO	VIDEO	\$3,950
WOMEN & GENDER STUDIES	6261	\$2,365
TOTAL 2093		\$568,496

PRESSER LIBRARY	231	\$13,372
TOTAL 2093 + 2095		\$581,868
CELEBRATION - GENERAL REFERENCE	CELEB-0	\$16,451
RINKER FUND	615015	\$15,823
ROLAND GEORGE INVESTMENT PROGRAM	6011	\$6,536
REPLACEMENTS FOR LOST BOOKS	REPL	\$604
COMPUTER RESEARCH FUND (NON-ILL)	73305	\$629
SUMMARY OF GIFT FUNDS LIBRARY BOOK DRIVE	9861	\$14,943
STETSON GIFT FUND	635057	\$2,345
BROWNELL GIFT FUND	635049	\$18,361
BOOKSALE FUND	BOOKSALE2091	\$1,150
LIBRARY ENDOWMENT	ENDOWMENT	\$4,000
SANDRA STETSON MARTINUZZI ENDOWMENT	MARTINUZZI	\$1,243
BERGER ENDOWMENT	BERGER	\$2,975
TOTAL LIBRARY RESOURCES AND BINDING EXPENDITURES		\$666,928



SELECTED PROCESSING STATISTICS 2008/2009

	2004/2005	2005/2006	2006/2007	2007/2008	June 2008	2008/2009
Book Volumes Cataloged & Processed	4,230	5,467	4,648	4,573	63	2,784
Main Circulating Collection ***	3,474	4,291	3,547	2,541	27	2,453
Music Circulating & Reference Collection				21	0	4
Main Reference	668	723	551	381	13	212
Special Collections	88	453	550	1,608	23	115
Celebration Center (Items Cataloged, All Media)	167	102	0	0	0	0
Web Sites Cataloged (Non-Document)	203	15	32	177	0	29
E-Books Cataloged (Reference and Nonreference)	n/a	207	1,362	1,007	36	3,941
Scores & Recordings Cataloged Music Library(Titles)	652	687	819	821	13	437
Other Media Cataloged (Titles)	257	618	406	415	28	538
Federal Documents Fully Cataloged (Titles - all media)	2,820	3,130	3,517	2,572	377	2,918
Federal Documents Briefly Cataloged (Titles - all media)	111	32	47	35	3	48
Unauthorized Headings Corrected and/or Updated	5,366	5,982	15,666	1,993*	14	1,621*0
Authority Records Added		6,386	13,327	12,732	654	7,539
Titles Converted to MARC Format (Main Non-Document)	232	41	44	23	0	62
Titles Converted to MARC Format (Music)	303	0	4	2	0	1
Titles Converted to MARC Format (Documents)	434	444	166	1,249	34	1,161
Volumes Bound/Rebound (excl. journals)	134	70	41	117	0	65
Volumes Cataloged for Walker Collection	0	3	1	1	0	0
URLs Corrected (non-Federal Document)		140	57	100	2	65
Items Mended	847	539	261	279	44	277

Total Items Withdrawn from Collection	3,305	3,176	69,899	2,857	553	6,230
Circulating Collection – Lost	117	167	150	75	86	184
Circulating Collection – Weeded	2,435	2,688	2,012	2,571	157	1,205
Reference - Lost	2	10	151	0	3	42
Reference - Weeded	481	256	5,356	197	302	4,502
Other Media Weeded (Main Library)	18	55	62,230**	14	5	297
Books Reinstated	42	72	95	30	3	34
Titles Cataloged (All except Gov Docs)	4,659	5,494	6,640	6,253	294	7,447
Gifts						
Not Checked/Put on Booksale or Exchange	249	312	25	28	0	46
Checked/Put on Booksale or Exchange	342	387	226	330	0	166
Checked and Cataloged	713	847	2,190	996	0	449

* Does not include globally updated headings.

** Includes microcard, ultrafiche and some Reference microfiche titles.

*** Numbers given up to and including 2006/2007 in this category included Music Library circulating books.

Appendix E: Ebook Usage Statistics by Vendor and Title

1. ABC-CLIO : <http://stetson.edu/library/annualreports/ARTS0809-01.xls>
2. Annual Reviews : <http://stetson.edu/library/annualreports/ARTS0809-02.xls>
3. Ebrary : <http://stetson.edu/library/annualreports/ARTS0809-03.xls>
4. Gale: <http://stetson.edu/library/annualreports/ARTS0809-04.xls>
5. Greenwood : <http://stetson.edu/library/annualreports/ARTS0809-05.xls>
6. Salem Health : <http://stetson.edu/library/annualreports/ARTS0809-06.xls>