

duPont-Ball Library

Technical Services Department Annual Report 2011-2012
(Acquisitions, Cataloging, Collection Development, Systems & Technology,
Periodicals)

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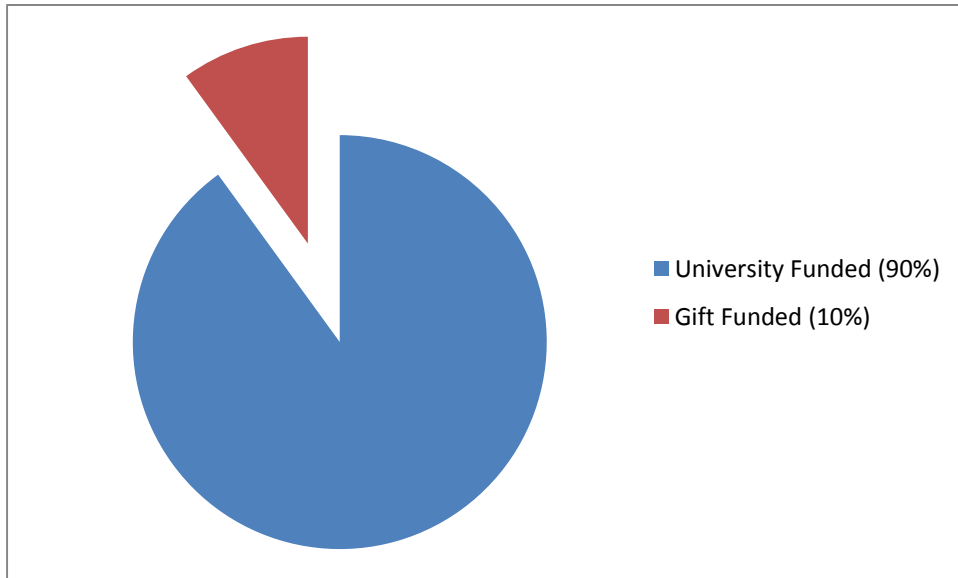
I. Materials Budget & Funding

- \$683,696 spent on physical and electronic materials for library collections -- an increase of \$5,352 from 2010/2011.
- 76.27% of total spent on electronic formats.
- 90% funded by the University, 10% funded by gift funds and endowments.
- 44.7% spent on physical and electronic journals.
- Increase in electronic subscriptions in 2010/2011 (28.01% in 2010/2011 to 35.74% in 2011/2012) and decrease in print subscriptions (13.36% in 2010/2011 to 8.70% in 2011/2012).
- 15.94% spent on physical and electronic books.
- Only 9.10% spent on physical books.

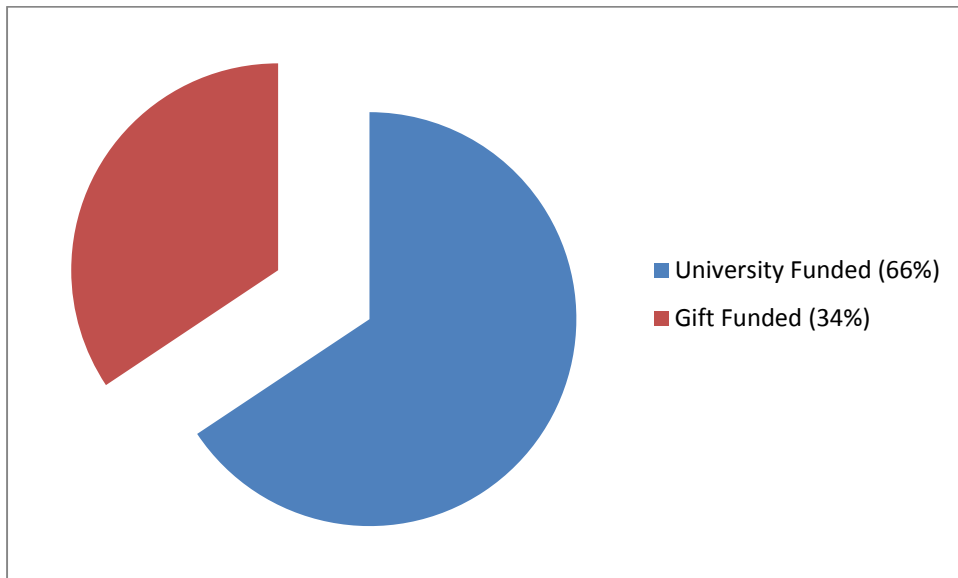
Library Materials Expenditures by Format Type

FORMAT	10/11 COST	10/11 PERCENTAGE	11/12 COST	11/12 PERCENTAGE
ELECTRONIC JOURNAL SUBSCRIPTIONS	\$189,974	28.01%	\$244,361	35.74%
WEB DATABASES	\$232,920	34.34%	\$210,606	30.80%
BOOKS	\$70,187	10.35%	\$62,200	9.10%
PAPER JOURNAL SUBSCRIPTIONS	\$90,615	13.36%	\$59,499	8.70%
EBOOKS	\$40,191	5.92%	\$46,748	6.84%
STREAMING VIDEO	\$11,020	1.62%	\$13,907	2.03%
VIDEO	\$9,553	1.41%	\$11,830	1.73%
SHIPPING & SERVICE	\$12,255	1.81%	\$9,640	1.41%
SCORES	\$8,236	1.21%	\$8,228	1.20%
BINDING	\$1,141	0.19%	\$7,107	1.05%
STREAMING AUDIO	\$5,851	0.86%	\$5,851	0.86%
ILL/DOC. DELIVERY	\$5,956	0.89%	\$3,651	0.54%
COMPACT DISCS	\$445	0.03%	\$68	0.00%
TOTAL RESOURCE EXPENDITURES	\$678,344	100%	\$683,696	100%

2011/2012 Materials Funding – University vs. Gift



2011/2012 General Operating Funding – University vs. Gift



II. 2011/2012 General Operating Expenditures

Type of Expenditure	University-Funded	Porter	Enhancement	Politicos	Staff Development	Berger	Booksale	Research Prizes	Martinuzzi	Amount Spent
Solinet (includes OCLC charges and Sirsi server maintenance charges)	\$77,282	\$7,273	\$4,817			\$1,285	\$100		\$1,000	\$91,757
Computers & Peripherals	\$97	\$12,136	\$23,204	\$2,895						\$38,332
Subscriptions (Link Resolver, EDS, etc.)	\$20,865									\$20,865
Printer Cartridges	\$18,669			\$204						\$18,873
Office Supplies	\$9,586		\$504	\$1,074						\$11,164
Equipment Rental	\$8,197									\$8,197
Maintenance – Equipment	\$5,958		\$1,256			\$157	\$16			\$7,387
Misc. Plant Maintenance			\$6,228							\$6,228
Duplication	\$6,115									\$6,115
Other Equipment			\$979	\$4,398						\$5,376
Postage & Shipping	\$3,225						\$1,787			\$5,012

Type of Expenditure										Amount Spent
	University-Funded	Porter	Enhancement	Politicos	Staff Development	Berger	Booksale	Research Prizes	Martinuzzi	
Travel	\$,3765		\$223		\$606					\$4,595
Relocation Expenses (Music Library)			\$4,000							\$4,000
Print Shop Charges	\$2,430		\$678							\$3,108
Meals/Catering	\$1,719		\$525							\$2,244
Library Furniture	\$631	\$1,590								\$2,221
Part-Time Wages (Music Library Move)			\$2,212							\$2,212
Other Supplies	\$847	\$108	\$149							\$1,104
Training/Self-Development (Webinars)	\$902									\$902
Bookstore Charges	\$128							\$400		\$528
Online Library Resources			\$472							\$472
Long Distance Phone Charges	\$462									\$462
Fund Raising	\$310									\$310

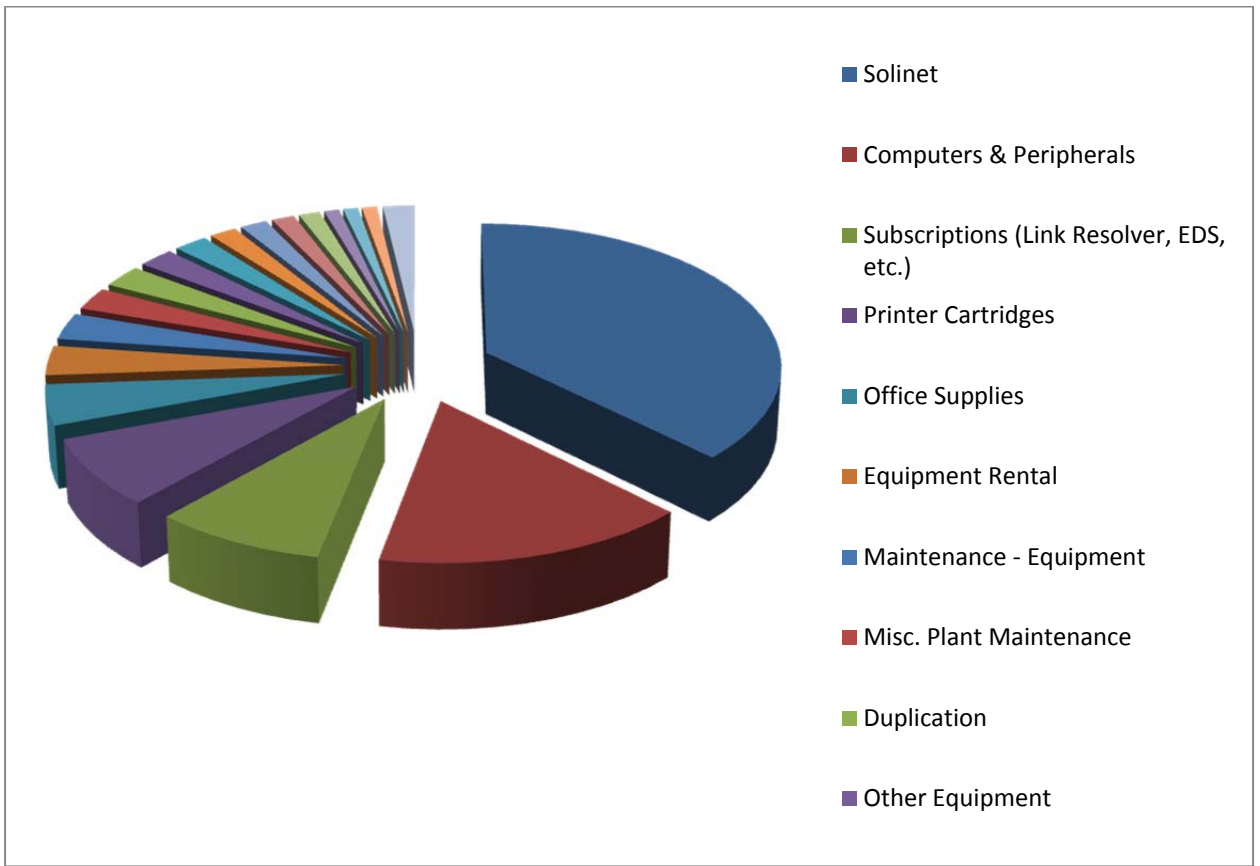
Type of Expenditure										Amount Spent
	University-Funded	Porter	Enhancement	Politicos	Staff Development	Berger	Booksale	Research Prizes	Martinuzzi	
Employee Benefits (Music Library Move)			\$199							\$199
Research Cell Phone Charges			\$122							\$122
Other Awards (Research Prize Trophies)								\$119		\$119
Total	\$160,967	\$22,085	\$48,986	\$4,173	\$606	\$4,792	\$1,902	\$519	\$1,000	\$245,253

Fund Raising Summary, 2011/2012

	2011/2012 Contributions	2010/2011 Contributions*
Enhancement Fund	\$54,344.50	\$56,623.32
Materials Fund	\$8,009.96	\$9,589.96
Other (incl. Research Prize, Library Speakers, Staff Development, etc.)	\$3,381.61	\$0.00
Betty Drees Johnson Library Endowment	\$23,974.71	\$51,761.00
Politicos Fund	\$0.00	\$0.00
Total	\$89,710.78	\$117,974.28

* Last Johnson year (included one single gift of \$50,000 for Library endowment).

2011/2012 General Operating Expenditures by Format



III. Collections

A. Physical Collections

- Achieved negative growth in physical book and journal collections in 2011/2012. Total volume holdings decreased by 65 volumes.

DESCRIPTION	Vols. Held 6/30/10	Titles Held 6/30/10	Vols. Held 6/30/11	Titles Held 6/30/11	Vols. Held 6/30/12	Titles Held 6/30/12
Circulating Collection	247,556	223,460	248,074	224,155	248,986	225,073
Reference Collection **	11,917	4,223	11,918	4,209	12,791	4,738
Music Library Books	3,007	2,335	2,425	1,942	n/a	n/a
Stetson Collection *	4,942	2,455	5,055	2,528	5,204	2,608
Treasure Collection	1,342	838	1,349	843	1,393	857
Greenlaw Collection	1,547	1,541	1,553	1,547	1,564	1,558
Shaw Collection	88	49	88	49	88	49
Cleland Collection	65	53	68	55	71	57
Sub-Total Books and Special Collections	270,464		270,530		270,097	
BOUND PERIODICALS VOLUMES HELD	60,416		45,098		45,466	
TOTAL BOOK & JOURNAL VOLUMES (Physical)	330,880		315,628		315,563	

* Special collections title and volume counts include all formats included in collections.

** Reference Collection grew in FY12 due to addition of Music Library reference titles and volumes.

JOURNALS - TITLES		Titles Held		Titles Held		Titles Held
		6/30/10		6/30/11		6/30/12
Active Subscriptions (paper only)		672		467		400
Active Online Subscriptions		n/a		n/a		375
Active & Inactive Journal Titles in Library		2,710		2,116		2,107
Total Active Subscriptions		n/a		n/a		760
Electronic Journal Titles Accessible		88,887 *		64,652		69,374

*Stats from FY10 included trial packages.

FEDERAL DOCUMENTS PHYSICAL HOLDINGS	Vols. Held	Titles Held	Vols. Held	Titles Held	Vols. Held	Titles Held
	6/30/10		6/30/11		6/30/12	
Paper Pieces / Volumes	238,653		236,439		235,924	
Microfiche Pieces	107,861		108,230		109,069	
Microfilm Reels	223		223		223	
Maps	1,411		1,413		1,413	
CD-Roms	2,413		2,326		2,334	
Computer Disks	95		95		95	
Videocassettes	30		30		30	
DVDs	181		285		303	
Government Documents Recon Titles (Total)		4,146		4,162		4,268

FEDERAL DOCUMENTS TITLES CATALOGED	Vols. Held	Titles Held	Vols. Held	Titles Held	Vols. Held	Titles Held
	6/30/10	6/30/10	6/30/11	6/30/11	6/30/12	6/30/12
Paper Titles Fully Cataloged		36,561		37,501		38,386
Microfiche Titles Fully Cataloged		16,555		17,403		18,000
Paper & Microfiche Titles Minimally Cataloged		786		783		781
Titles Temporarily Minimally Cataloged		89		98		50
Computer Disks Fully Cataloged		6		6		6
CD-Roms Fully Cataloged		1,177		1,105		1,102
Maps Cataloged		935		953		962
Videos Cataloged		105		106		108
Document Remote Databases (incl. PURLs cataloged separately and as added copies)		24,300		26,486		28,791

MICROFORMS						
Microfiche Books	**58,291	66	**58,291	66	**58,291	66
Microfiche Journals	149,654	572	129,543	450	128,344	448
Microfilm Books Reels & Titles	465	4,639	465	4,639	465	4,639
Microfilm Journals Reels & Titles	8,528	233	8,348	210	8,348	210

** Historical count provided is not based on Sirsi.

OTHER FORMATS	Vols. Held	Titles Held	Vols. Held	Titles Held	Vols. Held	Titles Held
	6/30/10	6/30/10	6/30/11	6/30/11	6/30/12	6/30/12
Compact Discs *	11	11	13	13	6,695	6,450
Computer Software Disks & Titles	13	11	14	12	14	12
CD-Rom Disks & Titles (excl. Fed. Documents)	146	100	167	116	175	118
Audiocassettes **	116	102	84	81	0	0
Dumm Audiocassette Collection	184	145	552	435	552	435
DVDs Pieces & Titles	1,906	1,686	2,282	2,044	2,678	2,418
DVD-Rom Disks & Titles (excl. Fed. Documents)	5	5	6	6	6	6
Maps – Cataloged	15	13	15	13	15	13
Phonorecords (Sirsi only)	6,696	6,291	3,703	3,564	3,699	3,560
Recital CD's Minimally Cataloged & not Classified	2,280	1,525	2,640	1,699	2,978	1,845
Scores (score parts not counted sep. after 5/31/00)	17,093	12,053	18,005	12,888	18,250	13,078
Sheet Music Minimally Cataloged & Not Classified **	982	982	982	982	0	0
Videodiscs – Pieces & Titles	32	32	3	3	3	3
Videocassettes & Titles	2,518	1,906	1,785	1,333	1,713	1,287

* Starting in 2011/2012, includes former Music Library collection.

** Sheet Music and Audiocassette collections withdrawn in 2011/2012.

Electronic Collections

- Databases added in 2011/2012: GREENR; RDA Toolkit (Cataloging reference for library staff)
- Oxford E-Journal package added in 2011/2012.

		Titles Held		Titles Held		Titles Held
		6/30/10		6/30/11		6/30/12
VIRTUAL COLLECTIONS						
Reference Ebooks (including added copies)		1,202		1,176		1,462
Ebooks (including added copies)		50,677		73,549		82,251
Websites		414		448		486
Remote Databases		97		112		124
Streaming Audio (Databases and Titles)		n/a		n/a		10,221
Streaming Video (Databases and Titles)		144		6,180		9,286

IV. Highlights for 2011/2012

- **Transition from Physical to Electronic Collections:** 76% of materials expenditures were spent on electronic formats. The library's collection of book and periodical volumes decreased by 65 volumes. Total ebooks accessible increased by 8,702 titles. Streaming audio and video titles increased (10,221 streaming audio titles added and 3,106 streaming video titles added to library's catalog). A total of 1,867 volumes were cataloged and processed for the circulating and reference collections. A total of 2,356 volumes were withdrawn from these same collections for overall negative growth for the fiscal year.
- **Public Workstations:** All public workstations were replaced, starting in summer of 2011, with Vostro 360s. This is the first time, since the library implemented public workstations, that all are the same model. Purchase of 46 Vostros was made possible through donor funding. Additionally, 2 network printers, 2 laptop printers, and 2 public scanners were replaced with donor funding.
- **Government Documents Processing Streamlined:** Government documents receipt, processing, and cataloging processes were streamlined into the main Technical Services workflow.
- **Patron Driven Acquisition (PDA) Program:** The ebrary PDA ebook collection continues to grow. A PDA ebook collection with Ebsco will be implemented in July 2012.

The total number of titles in the PDA collection decreased in FY12 due to publisher agreements with ebrary. Publishers vary from year to year in their willingness to grant ebook rights to ebook collection vendors.

Downloading ebooks to mobile devices capability was introduced by ebrary in March 2012. Purchasing activity increased after that date because downloading of a title triggers a purchase.

	FY12 (as of 7/12/12)	FY11
Number of Titles in PDA Collection	4,189	4,435
Number of PDA Titles Purchased in Fiscal Year	166	61
Amount Spent on PDA Ebooks in Fiscal Year	\$16,817	\$4,457
Number of PDA Titles Purchased that were Individual Requests from Faculty in Fiscal Year	40	8

- **Junior Seminar Ebook Collection:** In collaboration with Junior Seminar Faculty (most notably Rebecca Watts), created a collection in support of Junior Seminars. Most of the collection is in ebook format and all are listed in the Jessie Ball duPont Fund Junior Seminar Collection list through the library's catalog.
<http://cat.stetson.edu/uhtbin/cgiirsi/0/MAIN/0/28/42/X>

- **Government Documents Specialist Position Reassigned:** Beginning in January 2011, Angela Story, former Government Documents Specialist, was reassigned to support Archives. This position now has the title Archives Specialist.
- **Head of Technical Services Position Transitioned to Associate Dean of the Library:** Effective April 2012, the Head of Technical Services position was elevated to Associate Dean of the Library. All responsibilities continue, with additional responsibilities in library budget management.

V. Goals for 2012/2013 and beyond

- Maintain zero or negative growth in physical collections.
- Continue transition from physical format acquisitions to electronic format access.
- Continue to streamline library budget and expenditure tracking.
- Implement more patron-driven e-book acquisition collections through select vendors.
- Market ebook downloading options to library users.
- Survey teaching faculty on ebook usage.

VI. Individual Reports

**Cataloging Department Report FY 2011/2012
(reported by Laura Kirkland)**

Cataloging and Processing Statistics:

Titles cataloged (includes government documents and recon)	6,594
Titles originally cataloged	104
Authority Records imported/created	7,013
URLs corrected	120
RUSH items cataloged and checked	8
Items with HOLDS cataloged and processed	53
New headings for items added	9
Items reclassified	31
Contents notes added	4,486
Quality check on items (items processed)	2,205
Barcodes corrected	7
Typographical errors/misspellings corrected	151
Items mended	196
Music scores processed	116

(Some of this year's statistics were lost, so numbers may be lower than usual)

Government Documents Statistics:

Responsibility for cataloging and processing of both federal and state government documents was incorporated into the general cataloging workflow this year. Statistics on items received, processed, and cataloged are kept in accordance with the library's depository status.

Federal Documents Received

Paper	1,466
Microfiche	865
DVDs	18
CD-ROMs	14

TOTAL	2,363
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Federal Document Statistics

Tangible documents cataloged	1,523
Electronic-only documents cataloged	939
Added volumes	840
PURLs added to existing records	1,697
Documents discarded	2,013

Federal Documents Discarded:

Paper	1,981
Microfiche	26
CD-ROMs	6
TOTAL	2,013

Florida Documents Received

Cataloged	16
CD-ROMs	1
Uncataloged Paper (pamphlets)	184
Added volumes	99
TOTAL	300

Florida Documents Discarded

Added volumes	13
TOTAL	13

Collection Inventory (focusing on newly-integrated Music scores):

Lost books reinstated	6
Missing items identified	52
Volumes added to the catalog	?
Copy numbers corrected	?
Call numbers corrected	?
Locations corrected	?

(Most of this year's inventory statistics were lost)

Headings Updates (including addition of death dates)

Subject Updates

Subject authority records	15
Bibliographic headings	302

Name Updates

Name authority records	112
Bibliographic headings	200

Electronic Services Report FY 2011/2012
(Reported by James Riley)

Public Workstations:

- From October 2011—February 2012, 33 new Vostro 360's using new Windows 7 images were implemented into the library's public area to replace older systems.
- New policies were added to workstations to provide a safer research environment.
- 2 network printers were added with optional duplex printing.
- 2 new laptop printers replaced older printers for public use.
- 2 new scanners were added to replace broken and outdated scanners.
- A new public copier was added to replace an outdated copier system.

SIRSI Tasks:

- Old Service logs were cleared for more efficient use of cataloging and backup.
- Continued maintenance of SIRSI.

Information Desk:

- Information desk computers were replaced with newer systems removed from the public area for workstudy student and staff use.

EZ Proxy:

- Updated EZ Proxy to new IP based proxy connections
- Continued updating of proxy configuration files
- Updated EZ Proxy webpage error information and logout webpage.

IT Department:

- Continued communication and relations with the department.
- Aided with various tasks including new copier installations and configurations.

Committees:

- Serving on Quality of Service committee beginning July 2012.

Library Archives:

- Aided archives staff in updating and adding new content to library archives.
- Added new scanner to staff's workstation for higher quality archiving.

Mobile Initiatives:

- Created new mobile applications webpage on library's website.
- Created new mobile search webpage for mobile devices. This was then implemented into the Stetson University main mobile application for public use.
- Continued troubleshooting and maintenance of library's mobile search function with Ebscohost and Boopsie.

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

PERIODICALS DEPARTMENT 2011/2012 STATISTICS				
CATEGORY	STATS FOR 2010/2011	ADDED	DROPPED / WITHDRAWN	STATS FOR 2011/2012
BOUND VOLUMES HELD	45,098	640	272	45,466
ACTIVE TITLES SUBSCRIBED (paper)	467	8	75	400
ACTIVE & INACTIVE JOURNALS (physical format)	2,116	5	14	2,107
TOTAL # JOURNALS WITH ACTIVE SUBSCRIPTIONS (all formats)				760
ONLINE JOURNALS WITH ACTIVE SUBSCRIPTIONS				375
MICROFICHE - TOTAL TITLES	450	3	5	448
MICROFICHE - NUMBER OF PIECES	129,543	0	1,199	128,344
MICROFILM - TOTAL TITLES	210	0	0	210
MICROFILM - NUMBER ROLLS	8,348	0	0	8,348
ELECTRONIC JOURNALS AVAILABLE (Includes aggregtor databases)	64,652			69,374

VII. SELECTED PROCESSING/ACTIVITY STATISTICS DURING 2011/2012

	2007/2008	June 2008	2008/2009	2009/2010	2010/2011	2011/2012
Main Circulating Collection	2,541	27	2,453	2,698	2,595	1,577
Music Circulating & Reference Collection*	21	0	4	10	25	n/a
Main Reference	381	13	212	267	149	163
Special Collections	1,608	23	115	190	132	127
Total Book Volumes Cataloged & Processed	4,573	63	2,784	3,165	2,901	1,867
Web Sites Cataloged (Non-Document)	177	0	29	49	61	42
E-Books Cataloged (Reference and Nonreference)	1,007	36	3,941	2,825	770	1,445
Ebooks added (not cataloged)	n/a	n/a	n/a	n/a	n/a	14,087
Scores & Recordings (Physical) Cataloged (Titles)	821	13	437	1,206	1,310	444
Other Media Cataloged (Titles)	415	28	538	639	3,727	620
Streaming Video and Audio Added (Titles)	n/a	n/a	n/a	n/a	n/a	13,361
Federal Documents Fully Cataloged (Titles - all media)	2,572	377	2,918	3,302	2,492	2,639
Federal Documents Briefly Cataloged (Titles - all media)	35	3	48	12	49	3
Authority Records Added	12,732	654	7,539	10,667	6,997	7,013
Titles Converted to MARC Format (Main Non-Document)	23	0	62	165	60	11
Titles Converted to MARC Format (Music)	2	0	1	0	0	n/a
Titles Converted to MARC Format (Documents)	1,249	34	1,161	165	33	70
Volumes Cataloged for Walker Collection	1	0	0	1	5	0
URLs Corrected (non-Federal Document)	100	2	65	18	3	120**
Volumes Bound/Rebound (excl. journals)	117	0	65	45	20	8
Items Mended	279	44	277	211	159	196
Mending Items Replaced by ebooks	n/a	n/a	n/a	3	6	5

*Music Library merged with Main Library July, 2012.

** Includes all collections since government documents now received and processed through TS workflow.

	2007/2008	June 2008	2008/2009	2009/2010	2010/2011	2010/2011
Circulating Collection – Lost	75	86	184	90	81	166
Circulating Collection – Weeded	2,571	157	1,205	2,687	2,427	2,097
Reference - Lost	0	3	42	2	0	0
Reference - Weeded	197	302	4,502	5,230	131	259
Other Media Weeded/Lost (Main Library)	14	5	297	558	762	138
Total Items Withdrawn from Collection	2,857	553	6,230	8,567	3,401	2,660
Books Reinstated	30	3	34	28	25	19
Titles Cataloged (All except Gov Docs)	6,253	294	7,447	7,134	6,932	4,077
Gifts						
Not Checked/Put on Booksale or Exchange	28	0	46	210	656	69
Checked/Put on Booksale or Exchange	330	0	166	182	99	745
Checked and Cataloged	996	0	449	1,152	1,427	740

	2009/2010	2010/2011	2010/2011
Total Federal Documents Titles in Unique Formats Accessible through OPAC	80,514	84,441	88,186
Total Unique Federal Documents Titles in Multiple Formats Accessible through OPAC	68,895	71,010	73,253

IX. Ebook and EPeriodical Title Usage Statistics by Vendor

Ebooks

1. ABC-CLIO : <http://stetson.edu/library/annualreports/ARTS1112-01.xlsx>
2. Annual Reviews : <http://stetson.edu/library/annualreports/ARTS1112-02.xlsx>
3. Ebrary Section Usage :
<http://stetson.edu/library/annualreports/ARTS1112-03.xlsx>
4. Ebrary Title Usage: <http://stetson.edu/library/annualreports/ARTS1112-04.xlsx>
5. Gale: <http://stetson.edu/library/annualreports/ARTS1112-05.xlsx>
6. Salem Press : <http://stetson.edu/library/annualreports/ARTS1112-06.xlsx>
7. Films on Demand: <http://stetson.edu/library/annualreports/ARTS1112-07.xlsx>
8. World Shakespeare Bibliography:
<http://stetson.edu/library/annualreports/ARTS1112-08.xlsx>

EPeriodicals

9. Online Journal Title Usage:
<http://stetson.edu/library/annualreports/ARTS1112-09.xls>