

duPont-Ball Library

Library Collections Management Annual Report 2018-2019
(Acquisitions, Cataloging, Collection Development, Electronic Resources
Management, Periodicals)

Submitted by
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Associate Dean of the Library

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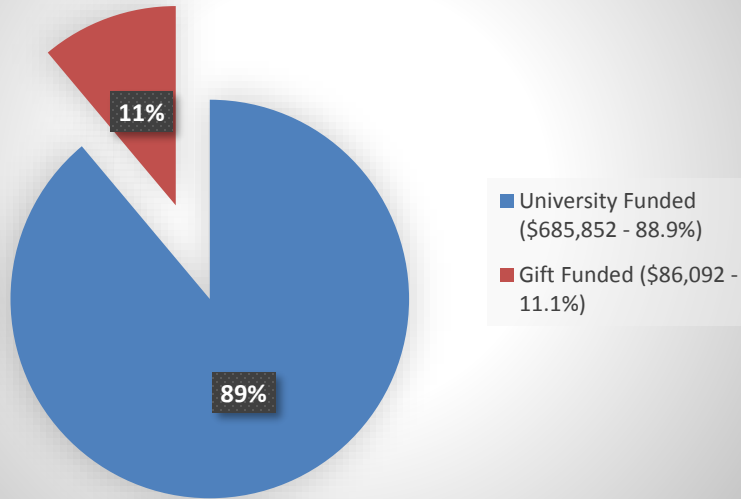
I. Materials Budget & Funding

- \$771,944 spent on physical and electronic materials for library collections – an increase of \$11,091 from 2017/2018. Increase due to addition of new databases.
- 88.5% of total spent on electronic formats.
- 89% funded by the University, 11% funded by gift funds and endowments.
- 43.6% spent on physical and electronic journals.
- 8.3% spent on physical and electronic books.

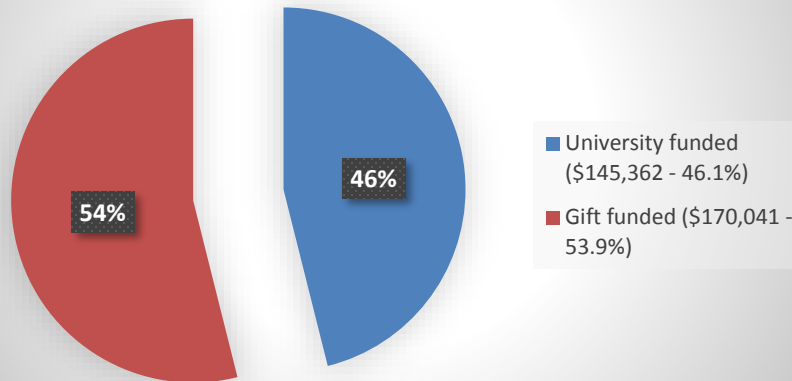
Library Materials Expenditures by Format Type

FORMAT	17/18 COST	17/18 PERCENTAGE	18/19 COST	18/19 PERCENTAGE
ELECTRONIC JOURNAL SUBSCRIPTIONS	\$310,682	40.8%	\$305,460	39.6%
WEB DATABASES	\$292,597	38.5%	\$305,280	39.6%
EBOOKS	\$30,957	4.1%	\$33,855	4.4%
STREAMING VIDEO	\$24,039	3.2%	\$31,777	4.1%
PAPER JOURNAL SUBSCRIPTIONS	\$30,148	3.9%	\$30,902	4.0%
BOOKS	\$31,403	4.1%	\$30,293	3.9%
ILL/DOC. DELIVERY	\$14,429	1.9%	\$10,176	1.3%
SHIPPING & SERVICE	\$8,552	1.2%	\$8,022	1.0%
STREAMING AUDIO	\$6,007	0.8%	\$6,263	0.8%
VIDEO	\$6,140	0.8%	\$3,674	0.5%
SCORES	\$4,809	0.6%	\$3,369	0.4%
BINDING	\$1,091	0.1%	\$2,875	0.4%
TOTAL RESOURCE EXPENDITURES	\$760,853	100.0%	\$771,944	100.0%

2018/2019 Materials Funding University vs. Gift



2018/2019 General Operating Funding University vs. Gift



II. 2018/2019 General Operating Expenditures – Library

Type of Expenditure	University-Funded	Porter	Enhancement	BDJ Endowed Dean	Lewis Stetson Allen Endowment	John Haire Endowment	Booksale Fund/ Research Fund	Totals
Computers & Peripherals	\$1,327		\$812	\$17,140				\$19,280
Office Furniture	\$900	\$3,894				\$4,642		\$9,436
Library Furniture	\$9,307							\$9,307
Flooring			\$16,286					\$16,286
Library Books		-\$854	\$164					-\$690
Other Equipment	\$3,296		\$31,470	\$17,200				\$51,966
Training/Staff-Development (Webinars)	\$710							\$710
Travel	\$8,747		\$455					\$9,203
Maintenance – Equipment	\$1,197	\$35,000		\$2,797				\$38,994
Operations/Maintenance Supplies	\$1,280							\$1,280

Office Supplies	\$13,052	\$1,858	\$5,656	\$21,960	\$40		\$520	\$43,086
Other Supplies	\$1,187		\$431	\$180				\$1,798
Print Shop Charges	\$833							\$833
Other Printing	\$911							\$911
Duplication	\$9,819							\$9,819
Postage & Shipping	\$4,621							\$4,621
Equipment Rental	\$7,956							\$7,956
Purchased Services	\$975	\$4,070	\$1,150		\$2,125			\$8,320
Fundraising	\$472							\$472
Meals/Catering	\$1,493							\$1,493
Membership & Dues	\$5,395							\$5,395
Software	\$920			\$3,045				\$3,965
Subscriptions	\$144							\$144
Online Subscriptions (LibWizard, Adobe Creative Suite, Digitization, Cataloger's Desktop)	\$8,657							\$8,657
Credit Card Discount	\$3							\$3
Signs	\$70							\$70
Solinet (includes OCLC charges, Sirsi server maintenance charges, EDS and Link Resolver)	\$61,649							\$61,649

Video Production Expenses	\$440							\$440
	University-Funded	Porter	Enhancement	BDJ Endowed Dean	Lewis Stetson Allen Endowment	John Haire Endowment	Booksale Fund/ Research Fund	Totals
Total	\$145,362	\$43,968	\$56,424	\$62,322	\$2,165	\$4,642	\$520	\$315,403

Fund Raising Summary, 2018/2019

	2018/2019 Contributions	2017/2018 Contributions	2016/2017 Contributions	2015/2016 Contributions	2014/2015 Contributions	2013/2014 Contributions
Enhancement Fund	\$102,958.82	\$86,849.00	\$45,920.67	\$10,695.00	\$44,020.62	\$22,834.00
Materials Fund	\$2,700.00	\$6,985.00	\$9,482.50	\$5,335.00	\$5,740.00	\$5,290.00
Other (incl. Endowed Dean, Research Prize, Library Speakers, Staff Development, etc.)	\$750.00	\$129,960.00	\$450,533.12	\$372,377.17	\$342,536.71	\$335,387.47**
Betty Drees Johnson Library Endowment	\$350.00	\$450.00	\$1,360.00	\$1,070.00	-\$14,781.71***	\$450.00
Politicos Fund	\$0.00	\$0.00	\$250.00	\$0.00	\$0.00	\$0.00
Total	\$106,758.82	\$224,244.00	\$507,546.29	\$389,297.17	\$377,515.62	\$363,961.47

** Includes first installment of funding for Betty Drees Johnson Endowed Dean of the Library Endowment.

***Original Haire Contribution taken from BDJ General Endowment to form Haire Family Endowment.

III. Collections
A. Physical Collections

DESCRIPTION	Vols. Held 6/30/16	Titles Held 6/30/16	Vols. Held 6/30/17	Titles Held 6/30/17	Vols. Held 6/30/18	Titles Held 6/30/18	Vols. Held 6/30/19	Titles Held 6/30/19
Circulating Collection	187,009	170,163	186,532	169,795	185,165	168,332	197,941	180,181
Reference Collection	11,018	4,110	11,023	4,095	11,208	3,334	11,485	3,336
Stetson Collection *	4,978	2,022	5,040	2,052	6,302	2,448	6,367	2,512
Treasure Collection	1,441	888	1,478	919	1,537	897	1,559	903
Greenlaw Collection	1,598	1,591	1,615	1,605	1,670	1,653	1,674	1,657
Shaw Collection	88	49	88	49	104	53	104	53
Cleland Collection	70	56	70	56	70	42	70	42
Sub-Total Books and Special Collections	206,202		205,846		206,056		219,200	**
BOUND PERIODICALS VOLUMES HELD	25,512		24,525		24,656		24,812	
TOTAL BOOK & JOURNAL VOLUMES (Physical)	231,714		230,371		230,712		244,012	

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

** FY19 Numbers still affected by Sirsi to WMS migration.

JOURNALS - TITLES	Titles Held	Titles Held	Titles Held	Titles Held
	6/30/16	6/30/17	6/30/18	6/30/19
Active Subscriptions (paper only)	308	295	227	228
Active Online Subscriptions *	317	314	373	177
Active & Inactive Journal Titles in Library	1,028	1,015	1,127	1,024
Total Active Subscriptions *	625	609	600	405
Electronic Journal Titles Accessible **	106,140	115,751	159,553	186,552

* Individual subscriptions only. Does not include titles in e-journal packages.

** FY18 – changed ILS to OCLC’s Worldshare Management Service. Some numbers reflect variation in ILS. Titles may not be unique.

FEDERAL DOCUMENTS PHYSICAL HOLDINGS	Vols. Held	Titles Held	Vols. Held	Titles Held	Vols. Held	Titles Held	Vols. Held	Titles Held
	6/30/16		6/30/17		6/30/18		6/30/19	
Paper Pieces / Volumes	200,036		199,868		200,203		200,440	
Microfiche Pieces	109,846		109,858		109,858		110,000	
Microfilm Reels	223		223		223		223	
Maps	1,464		1,464		1,464		1,464	
CD-Roms	1,651		1,664		1,665		1,666	
Computer Disks	103		103		103		0	
Videocassettes	30		30		30		30	
DVDs	352		358		384		494	
Government Documents Recon Titles (Total)		20,684		21,678		*		*

* Not computed.

FEDERAL DOCUMENTS TITLES CATALOGED	Vols. Held	Titles Held	Vols. Held	Titles Held	Vols. Held	Titles Held **	Vols. Held	Titles Held **
	6/30/16	6/30/16	6/30/17	6/30/17	6/30/18	6/30/18	6/30/19	6/30/19
Paper Titles Fully Cataloged *		51,900		52,849		53,413		52,652
Microfiche Titles Fully Cataloged		20,044		20,042		20,484		21,427
Computer Disks Fully Cataloged		3		3		11		0
CD-Roms Fully Cataloged		573		572		401		402
Maps Cataloged		724		724		724		724
Videos Cataloged		69		69		20		20
Document Remote Databases (incl. PURLs cataloged separately and as added copies)		34,459		37,453		61,103		31,398

*Number of paper titles continues to increase due to recon project.

** FY18 – changed ILS to OCLC’s Worldshare Management Service. Some numbers reflect variation in ILS.

MICROFORMS								
Microfiche Books	**58,291	66	**58,291	66	**58,291	66	**58,291	66
Microfiche Journals	111,998	375	98,086	244	98,086	244	5,892	39
Microfilm Books Reels & Titles	465	4,639	465	4,639	465	4,639	465	4,639
Microfilm Journals Reels & Titles	4,544	192	2,536	156	0	0	0	0

** Historical count provided is not based on catalog..

OTHER FORMATS	Vols. Held	Titles Held	Vols. Held	Titles Held	Vols. Held	Titles Held	Vols. Held	Titles Held
	6/30/16	6/30/16	6/30/17	6/30/17	6/30/18*	6/30/18	6/30/19*	6/30/19
AV – 2 Hour Circulation						10	55	
AV – 24 Hour Circulation						42	97	
AV – 4 Hour Circulation						3	25	
AV – 7 Day Circulation						14	41	
AV-Digital Arts Equipment						31	90	151 (all AV)
Compact Discs	7,355	7,104	7,306	7,059		6,986	4,099	3,891
Computer Software Disks & Titles	12	10	12	10		1	1	1
CD-Rom Disks & Titles (excl. Fed. Documents)	108	56	109	56		1	1	1
Dumm Audiocassette Collection	553	435	553	435		433	971	433
DVDs Pieces & Titles	3,838	3,565	4,065	3,787		3,996	4,490	4,015
DVD-Rom Disks & Titles (excl. Fed. Documents)	7	7	7	7		3	3	3
Maps – Cataloged	15	13	15	13		1	1	1
Phonorecords	3,677	3,538	3,673	3,534		3,527	3706	3,623
Recital CD's Minimally Cataloged & not Classified	4,200	2,533	2,721	2,607		2,666	2,845	2,727
Scores	18,432	13,288	18,718	13,477		14,531	17,901	15,260
Videodiscs – Pieces & Titles	5	5	5	5		5	5	5
Videocassettes & Titles	19	18	18	17		16	16	16

* Number of volumes not available in WMS.

Electronic Collections

- In 2018/2019 we added the following databases and ejournal collections:
 - i. CCH Intellect Tax Professional Library (by request of Accounting department)
 - ii. DSM-5 Library (by request of Counseling and Psychology departments)
 - iii. Feature Films for Education
 - iv. JSTOR Arts & Sciences VI and VII
 - v. Oxford Bibliographies (2 subcollections) (by request of English department)

	Titles Held	Titles Held	Titles Held	Titles Held	Titles Held
	6/30/15	6/30/16	6/30/17	6/30/18	6/30/19
VIRTUAL COLLECTIONS					
Ebooks (including added copies)	156,306	150,081	187,415	194,199	166,549
Internet Resources				380	83
Streaming Audio (Databases and Titles)	16,432	16,432	128,834*	95,128	151,690
Streaming Video (Databases and Titles)	34,095	35,345	57,573	74,666	54,160

*Added Naxos bibliographic records.

IV. SELECTED PROCESSING/ACTIVITY STATISTICS DURING 2018/2019
As of 6/30/19

	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
Main Circulating Collection	953	975	1,166	612	798	853
Main Reference	136	74	72	39	36	19
Special Collections	122	95	99	99	125	43
Total Book Volumes Cataloged & Processed	1,211	1,144	1,337	750	959	915
Web Sites Cataloged (Non-Document)	14	66	78	12	31	83
Scores & Recordings (Physical) Cataloged (Titles)	874	583	434	178	111	46
Other Media Cataloged (Titles)	1,032	687	537	521	222	291
Federal Documents Fully Cataloged (Titles - all media)	1,745	1,712	2,384	3,014	782	882
Titles Converted to MARC Format (Main Non-Document)	112	4	19	120	0*	0
Titles Converted to MARC Format (Documents)	2,451	4,632	6,801	988	437	981
Volumes Cataloged for Walker Collection	0	0	0	2	1	0
Titles Resolved after WMS Migration						3,305
Items Mended	130	130	108	217	582	479
Mending Items Replaced by ebooks	42	11	0	12	6	8

- Not tracked in WMS.

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

	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
Circulating Collection – Lost	120	63	132	151	121	65
Circulating Collection – Weeded	26,258	10,039	1,508	823	746	3,814
Reference - Lost	3	38	0	16	0	0
Reference - Weeded	52	672	1,361	28	22	30
Other Media Weeded/Lost (Main Library)*	805	695	1,640	4,326	132	3,221
Total Items Withdrawn from Collection	27,238	11,507	4,641	5,344	1,021	7,130
Items Reinstated	9	14	3	4	10	35
Titles Cataloged (All except Gov Docs)	3,291	2,008	1,864	1,447	1,187	2,558**
Gifts						
Received but Not Added to Collections	1,052	78	271	89	739	3,748
Added to Collections	877	363	520	150	175	493

* 2016/2017 withdrawn: periodical volumes, microfilm periodicals, scores, CDs, VHS, DVDs.

** Number includes Gov Docs cataloging.

	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
Total Unique Federal Documents Titles in Multiple Formats Accessible through OPAC	82,039	84,774	90,588	94,468	94,956	80,110