Content Access Management Unit Annual Report
Michael Norman, Head of Content Access Management
Submitted on August 15, 2016

UIUC Library by the numbers for FY2015/2016

The Library added 223,477 new titles and 229,047 new items during the past year. Of those new items, 126,654 were electronic resources or 56 percent of cataloged items were electronic formats.

Breakdown by Voyager Library Locations can be viewed at:
https://www.dropbox.com/s/8pf2gkpz0mndepe/New%20Titles%20and%20Items%20Added%20FY2016%20by%20Format.xlsx?dl=0

Totals for the Library as of July 1st, 2016 are (Law Library not included):
Total Titles: 8,570,675 (223,477 new titles added since FY2015/2016)
Total Volumes: 13,928,460 (229,047 new volumes/items added since FY2015)
Total Ebooks included in total volumes: 1,229,958 (76,502 new titles added)

Circulation totals of the print collections were 374,725 transactions for the FY2015/2016 fiscal year.

SFX Use Stats for FY2015/2016
Total Requests: 1,703,946 --- Total Clickthroughs to Full Text: 1,052,871

Unit	Titles Touched	Holdings Touched	Items Touched
CAM	174,386	232,562	299,884

1. Major Activities and accomplishments for the CAM unit in FY2015/2016

For FY2015/2016, the Content Access Management Teams had another good year with the total number of items cataloged. Work in CAM concentrates on cataloging electronic resource, creating metadata for digitized objects, cataloging foreign language materials, performing original cataloging of new materials, and improving and enhancing previously cataloged titles to provide better access. Over the past year, we cataloged or enhanced over 174,386 print and digital titles and touched over 299,884 items in the Library's collections. We added 120,451 new electronic resources to the catalog, including 66,807 e-books, 17,368 streaming videos, 32,354 electronic theses and dissertations, and over 4,000 other e-format titles. Also, we created or enhanced thousands of non-MARC metadata for ContentDM, IDEALS, HathiTrust, Google, and Internet Archive. As the numbers show above, we also performed maintenance on hundreds of thousands of bibliographic, holding, and item records. This past year, CAM catalogers helped put the UIUC Library in the top ten ranking of libraries for the second year in a row contributing original cataloging to OCLC WorldCat. CAM also had another successful year reducing the backlogs of several collections including Federal Government (1,103 titles), United Nations (1,311 titles) publications, foreign language materials (including Arabic, Hindi, Japanese, and Korean), a backlog of over 2,500 gift That's Renertainment DVDs for the Undergrad Library, and dissertations and theses. We continue to work hard to make "all" these resources findable and accessible to users as quickly as possible.

CAM Cataloged by Format: FY16
Titles Touched - Physical Format

Format	Total Titles
Archival	55
Monograph	31,112
Serial	8,875
Score	3,099
Map	112
Video	2,087
Music Rec.	2,951
Kit	5
Computer File	49
Mixed Media	2
Manuscript	155
Total	48,502

CAM Cataloged by format: FY16
New Titles - Electronic Format

Format	Total Titles
Monograph	66,807
Serial	3,040
Map	140
Video	17,368
Music Rec.	517
Manuscript	32,354
Integrating Res	225
Total:	120,451

CAM Cataloged by Language: FY16
New Titles

Language	Total Titles
English	152,110
French	3,884
German	2,254
Chinese	2,303
Spanish	2,155
Arabic	988
Italian	772
Korean	624
Russian	1,955
Hungarian	315
Hindi	455
Latin	221
Polish	639
Czech	806
Persian	89
Hebrew	319
Other	6,655

CAM Team Organization:

The Content Access Management (CAM) unit in the Technical Services Division is responsible for the cataloging, classification, and subject analysis of the library's collections in all formats and languages which the library acquires and publishes. CAM leads the library's efforts to keep the collections vital and up-to-date by providing best practices, training, and services for cataloging and metadata creation, as well as maintenance that ensures the discovery and access of the library collections.

In 2015, CAM began the work to reorganize into a better functioning unit to manage all the cataloging and metadata work occurring within the department. We had the goal to become more efficient and effective in managing the different primary functions of the CAM department, including Metadata Services, Monographic Cataloging, Serials Cataloging, Electronic Resources Cataloging, Foreign Languages Cataloging, Government Documents Cataloging, Music and Performing Arts Cataloging , Database Maintenance, and Authority Control.

For Summer 2015, CAM instituted a new organizational structure. Michael Norman continues to provide overall leadership for the unit as well as for Serials, Government Documents, and Music and Performing Arts cataloging (until other leadership can be determined). Six new CAM teams were created with team leaders named to manage and be responsible for the day-to-day work for the functional groups in CAM. These team leaders also serve as the primary contacts for the Library in general and supervisors of 29 FTE of permanent staff and additional 7 FTE of hourly employee to provide satisfactory levels of production to support the bibliographic control and best discovery and user experiences of the Library's collections.

The new CAM teams includes:
- Metadata Services (Team Leader: MJ Han)
- Electronic Resources Cataloging (Team Leader: Willy Kries)
- Monographic/Media Cataloging (Team Leader: vacant, Michael Norman, interim team leader)
- Foreign Languages Cataloging (Team Leader: Nicole Ream-Sotomayor)
- Authority Control (Team Leader: Qiang Jin)
- Serials Cataloging; Government Documents Cataloging ; Music and Performing Arts Cataloging (Interim Team Leader: Michael Norman)

With the new reorganization in CAM, the unit continues to emphasize close collaboration and good communication between units in the Technical Services Division and other departments where levels of cataloging and maintenance work is performed, notably Acquisitions, Collection Management Services, and the Rare Book and Manuscript Library. The CAM teams will work closely with these other units by providing cataloging best practices, workflow documentation, and training.

The new CAM team unit structure is working well. At the end of 2015, we reviewed the structure and made additional changes to increase accessible to all the Library's collections. The CAM team leaders are working closely with staff and hourly employees in each area to maximize efforts to catalog materials as quickly as possible, to enhance and improve existing metadata when possible, make collections accessible through the Library's multiple discovery systems, correct and continue to reduce backlog items in all areas. We did lose Janet Weber, Team Leader for Monographic/Media Cataloging, to retirement in April 2016 (the search for a replacement has been approved with search starting this Fall).

However, we were able to add two new very capable and brilliant individuals, Jamie Carlstone, E-Serials Bibliographic Control Specialist, and Tricia Lampron, Metadata Services Specialist, to the CAM Team in FY2015/2016. Both of them have already helped CAM tremendously to accomplish important goals of better access to the Library's e-serial and digital images collections this past year and we look forward to seeing what we can accomplish for FY2016/2017.

Metadata Services Team

MJ Han and the Metadata Services Team had another successful year leading CAM's and the Library's metadata work for FY2015/2016. Over 30,000 new records were created and added to the various library catalogs and repositories. The Metadata Team was involved in many different projects over the past year to create, produce, and enhance metadata records for our locally created digital collections.

HathiTrust ingest of metadata records

MJ continued to submit metadata to HathiTrust for the ingest of digitized resources created through Google Books, Internet Archive, and the University of Illinois local digitization projects. There were over 146,685 records submitted to HathiTrust this past year. MJ continued to improve the processes of submitting metadata to HathiTrust of newly digitized titles and items. With the work of MJ and Tricia Lampron, this is the most efficient and effective processes of submitting metadata to HathiTrust and Google we have ever had in the Library. The Team helped correct and enhance thousands of records for ingest into HathiTrust. We take an active role to correct and improve metadata in HathiTrust catalog to make search and discovery as optimum as possible

Metadata Maker program

This remarkable creation is starting to make it much easier and efficient to create metadata records to add to various Library catalogs and repositories. The team of MJ Han (lead), Deren Kudeki, Nicole Ream-Sotomayor, Patricia Lampron, Janina Sarol, and Janet Weber, with *Metadata Maker* have created a metadata web application to meet the current need of a tool for metadata production which can be used by most anyone, regardless of cataloging instruction or knowledge, to create good enough metadata records. We are starting to utilize the Metadata Maker program more and more each month to create core level records in various CAM workflows including Monographic/Media, Foreign Language Cataloging, Music & Performing Arts Cataloging, Government Documents Cataloging, and Serials Cataloging.

According to OCLC Usage Summary Statistics, original bibliographic records submitted to OCLC Connexion were 42,810 for the past year. This ranks first within ARL Libraries and first within the CIC consortium. We have ranked within the Top Ten libraries submitting original records to OCLC for two years in a row. One of the main reason is the use of the Metadata Maker application to create these bibliographic records.

Several other libraries across North America are using the Metadata Maker program. The application was created as an open source project, so any institution can use and modify it as needed. The University of Toronto, UCLA, and Cornell University have incorporated Metadata Maker into some of their various workflows. MJ and her team should be commended for all the hard work and follow through on producing such as useful tool that is helping the UIUC Library reduce its backlogs and make these unique titles accessible to users.

Digital Public Library of America

Last year, the Digital Public Library of America announced the addition of the Illinois Hub for DPLA. The responsibilities for the Illinois Hub are now shared by the Illinois State Library, the Chicago Public Library, the Consortium of Academic and Research Libraries of Illinois (CARLI), and the University of Illinois at Urbana-Champaign Library.

Most of the University of Illinois Library's digital collections are now in DPLA, including over 18,000 images, maps, reports, and texts. To search the DPLA collections, go to https://dp.la/. The Library will continue to work to get all our digital collections into DPLA and the Illinois Hub over the next year.

Hannah Stitzlein, the visiting DPLA Metadata Services Specialist for Illinois Hub, has been hired and will start in August 2016. She will oversee the adoption of best practices across the contributing institutions in the creation and submission

of shareable metadata that will work with DPLA's service and the DPLA Illinois Hub. Hannah and the UIUC Metadata Services Team will also work with each collection owner in the State of Illinois on their metadata (particularly mappings and use of controlled vocabularies) to identify areas of work that needs remediation for inclusion in DPLA.

This was an important achievement for the State of Illinois, the UIUC Library, and the Metadata Services Team to be part of this national initiative to make the local and state digital collections accessible to the world.

IDEALS – Theses and Dissertations

Over the past year, CAM has taken on the metadata work for the IDEALS repository. Ayla Stein now leads the metadata work for IDEALS, including working with the deposit of Illinois scholarly output and now the summited theses and dissertations added to the D-Space repository. Ayla has been working to automate and work with the metadata in batch processes. Remediation of existing metadata records continues to follow new schema for the upgraded system. Much of this work has concentrated on personal names to bring consistency to submitted works. Ayla and her team of hourly employees have done important work to optimize the existing metadata in IDEALS incorporating Open Refine to aid this remediation.

MJ worked with Bill Ingram and Seth to get current with adding IDEALS theses and dissertation records into Voyager and OCLC WorldCat. Over the past year, 32,426 records for dissertations (from 1956 to present) and graduate theses (2010 to present) are now available from IDEALS, WorldCat, and the Library's catalog. This was a great achievement. It is not easy to coordinate the loading of this metadata into additional services but success was finally achieved to get timely access to these resources. We will continue to upload theses and dissertations records three times a year going forward.

Research Data Sets

The Metadata Services Team set up the metadata perimeters to help manage, curate, publish and archive research data including numeric, geospatial, image, and video data. The creation of metadata and provenance information for datasets is critical for the dissemination and discovery of this data. The Illinois Data Bank was released recently and the system helps centralize, preserves and provides access and discovery to Illinois research data. You can find the service at https://databank.illinois.edu/. The metadata records are also accessible through DataCite and other subject indexing and abstracting services.

The Metadata Services Team worked with Heidi Imker and the Research Data Services Team to determine the best options for repository-level metadata and functional requirements of the Research Data Bank. The work has resulted in the successful roll out of the Illinois Data Bank for discovery of the University of Illinois research data.

Medusa and Digital Collections

The Medusa digital preservation repository provides an enduring storage and management environment for the University of Illinois at Urbana-Champaign Library's digital collections. At present, the Medusa system includes 's the Library's digitized and "born digital" books, manuscripts, photographs, audiovisual materials, scholarly publications, and research data from the library's special collections, general collections, and institutional repository. All master files created by the library's digitization units are deposited into Medusa. This system is a remarkable creation that helps pull together all the Library's digital efforts. It can be viewed at: https://medusa.library.illinois.edu.

The Library's Digital Collections site, see https://digital.library.illinois.edu/collections, is a public interface that provides access and discovery of thousands (and growing daily) of the Library's digital items. The site brings together collections from the Library's multiple repositories including Veridan, ContentDM, Chronicling America, Medusa Digital Library, Archon, HathiTrust Digital Library, DSpace, Internet Archive, and other locally managed delivery systems. Patricia Lampron and the Metadata Services Team have put in big efforts and time to help set up the metadata requirements of the underlying system and make it easier to mapping and crosswalk metadata elements for required information to provide indexing and search against the system. While it hasn't always been easy to come to agreements on the metadata setup and interoperability, the Library's Digital Collection site is becoming a reliable search service to make

the digital collections accessible to users. CAM is pleased with the progress made on this important endeavor and looks forward to further developments for the system.

Foreign Language Cataloging

Overall, the Library cataloged a total of 24,434 non-English titles for FY2015/2016. The Foreign Language Cataloging Team, led by Nicole Ream-Sotomayor, had another productive year by cataloging 13,662 print titles throughout the year. The top ten non-English languages titles cataloged by CAM are French, German, Chinese, Spanish, Russian, Arabic, Italian, Korean, Hungarian, Hindi. Also, over the last fiscal year, CAM catalogers touched a total of 130 different non-English language materials. In her work as Foreign Language Cataloging Coordinator, Nicole has been extremely productive managing the staff and work from the team

Also, the Library keeps adding more non-English titles in electronic format. These are mostly ebooks. Willy Kries cataloged 10,112 foreign language titles in FY2015/2016.

CIC Cooperative Cataloging Pilot

CAM continued to participate in the CIC (now called the Big Ten Academic Alliance BTAA) Cooperative Cataloging Initiative. Many of the BTAA Libraries joined the initiative to investigate the sharing of cataloging needs across the participants to create bibliographic records for foreign language materials where an individual library does not have the language proficiency to catalog in-house. The University of Illinois Library sent materials out in Hungarian, Hindi, Turkish, and Portuguese languages to the University of Chicago to catalog for us. In return, CAM cataloged materials in Hebrew and various Slavic languages.

The initial CIC pilot concluded in the Spring 2016 and heartily approved by the BTAA University Librarians to continue as a regular program to aid in the cataloging of non-English language materials by the participating libraries. The BTAA Heads of Cataloging have been tasked with seeing if additional materials and formats could be added to work completed by other consortium members.

This has helped the Library get some backlog materials cataloged and are now accessible to users. Future items that are candidates for cataloging are Bengali, Turkish, and Central Asian languages. Nicole, the Foreign Language Cataloging staff, and Mary Laskowski did great work for this pilot project and important information was gained for future possibilities.

Electronic Resources Cataloging

There were 120,451 new electronic resources added in FY2015/2016, including 66,807 e-books, 3,040 e-serials, 17,368 streaming videos, 32,354 theses and dissertations, 517 musical recordings, and 410 other formats.

As of June 30, 2016, there are 1,322,561 total e-resources in the Library's collections with over 1,229,958 e-books included in the totals.

Willy Kries continued to catalog most of those new e-resources added over the year. He added and edited over 114,235 records for e-resources in FY2015/2016. He continued the work to make e-resources, particularly e-books, as accessible as possible after the purchase of titles or collections. It is only taking on average three weeks after purchase to get these records into the online catalog. Many new e-resource collections were purchased and added to the catalog this past year, including Adam Matthews collections, Alexander Street Press streaming media, Springer Ebook backfiles, Wiley Online Book backfiles, and Kanopy streaming media. Willy also continued to add new titles for over 40 different e-book collections, including Elsevier, CRC, SPIE, Access Engineering, and Safari.

Jamie Carlstone, our new E-Serials Bibliographic Control Specialist, started employment in November 2015. She hit the ground running and has already been a tremendous help to CAM in cataloging the Library's large collections of serials. Over the past eight months, Jamie has cataloged 5,375 e-serials, corrected erroneous urls for 13,014 records, began

cataloging the Library's collections of digital newspapers, and helped clean-up thousands of print items in the catalog. She is doing tremendous work in getting thee-serials better represented in the online catalog and addressing one of the Library's biggest issue in the past. Getting the e-serials better represented in the online catalog, and, maintaining those url links to be accurate and current, is very important. Jamie has got off to a great start in this and will continue to pull these e-serial records into the catalog for the remaining collections this coming year. It is great to have her as part of the CAM Team.

Similar to last year's trend, more and more e-resource titles are being purchased by the Library. Over 56 percent of the total materials cataloged by CAM were electronic formats. As we continue to move forward, we will need to put additional people into working with these materials.

Monograph/Media Cataloging, Serials Cataloging, Music & Performing Arts Cataloging, Government Documents

CAM had another productive year in the number of monographs and media titles cataloged and maintained in FY2015/2016. Over the past year, there were 31,222 print monographs, 8,875 serials, 2,087 videos, 2,951 music recordings, and 1,564 micorform reels added or enhanced in the online catalog.

Of these records, over 4,005 were original cataloging by CAM staff. According to OCLC Statistics, the Library again ranked in the Top Ten Original Catalogers for FY2015/2016. In the OCLC Annual Report for FY2015, ranked fifth for libraries contributing original cataloging for the year. The Library added 42,810 records during this period with a large number of the records contributed including original cataloging of e-books, theses and dissertations, foreign language materials, locally digitized items and thousands of titles cataloged by the Rare Book & Manuscript Library (RBML) and records requested for digitization or transferring to Oak Street Remote Storage facility were cataloged by Content Management Services.

In FY2015/2016, the Serials Cataloging Team cataloged and updated 8,875 serials titles and added 31,145 volumes. There were several continuing projects to clean up serial holding records for short MARCette records, adding summary statements to existing records, adding holdings information to OCLC WorldCat, creating Local Holdings Records in WorldShare, and enhancing holdings data to follow MARC 21 standards for the future migration to new ILS system.

The Government Documents Cataloging Team cataloged a total of 2,993 titles and added 3,098 new items to the various Government Documents collections. For electronic formats, the Library added 10,350 Federal Documents through the Marcive service. There were also 735 Canadian Documents, 15,222 Illinois State Documents, and 1,099 United Nations electronic format bibliographic records added to the online catalog for FY2015/2016.

The Music & Performing Arts Cataloging Team had another successful cataloging year as well in FY2015/2016. There were a total of 5,165 new titles and 8,443 items added to the catalog over the past year. These totals included 1,806 monographs, 312 serials, 3,099 scores, 2,951 sound recordings, and 207 DVD/Videos.

FY2105/2016 was a good year for all four CAM cataloging teams. Over this next year, there will be continued emphasis on eliminating remaining backlogs, continuing to enhance existing bibliographic and holding records to follow national standards and rules for future migration of data, and resume processes to bring in current and accurate records to replace dated and incorrect information, particularly for the Library's serial and music collections.

2. Review the major challenge faced by the unit during the FY2015/2016 period

The most significant challenge faced by CAM during the FY2015/2016 period was the continued transition to the new team structure instituted the previous year. By the end of the period, great progress had been made to deal with the changes. Team leaders set up their own processes and workflows and interaction with other Library units. New efficiencies were created. Production is starting to increase in most areas. People are getting accustomed to the new set-up.

All of CAM will eventually move to another part of the Library. This has been anticipated for many years now but is finally going to happen. There is anxiety by many in CAM for the upcoming move, especially moving from the prime spot we are in now to space in the basement. But, the eventual move will make interaction with other Technical Services units, particularly Acquisitions Department and Collection Management Services. There are concerns now about the move but eventually we hope that the new space and will be beneficial to being in a newly designed work environment.

3. Identify Significant changes to unit operations, personnel, service profile, or service programs

We have had several important people leave CAM in FY2015/2016. Andy Bendel, in the Music & Performing Arts Cataloging Team, passed away in April 2016. It was a sudden death and he is missed. Janet Weber retired in April 2016 as well. She had worked in the Library for 21 years and was instrumental in the success of CAM over the past 4-5 years. We helped govern workflow in the Department and helped ensure everything got to where it needed to go after it was cataloged and processes. It was tough to see Janet retire and move on to New York where her husband started work. And, Julie Watkins, who has worked in the Library for 40 years, is retiring in August 2016. She helped with original and complex copy cataloging of science materials. Julie's knowledge and expertise will be missed greatly. We also lost several long-term academic hourly employees over this past year.

We were able to add two new important individuals in FY2015.2016. Jamie Carlstone was hired as E-Serials Bibliographic Control Specialist. She has already helped us tremendous in provide better access to heavily used e-serial collections. She was a fabulous hire and we look forward to all she will help us accomplish going forward. Tricia Lampron was hired as Metadata Services Specialist in January 2016. Tricia had worked for us as an academic hourly for many years and helped us with many important digital collections including Emblems, UNICA, ContentDM, and other local digitization projects. She has already stepped in to help with new projects including the Digital Collections search site, Illinois Data Bank, and DPLA. Tricia is another awesome hire for the Library and we look forward to seeing all she can accomplish here as well.

4. Articulate (with appropriate examples) the ways in which the unit and/or its members contributed to Library-wide programs, including information services, instructional services, scholarly communications, assessment, collection management, digital content creation, staff training, and development, diversity efforts, and public engagement

The narrative sections above highlight many of the Library-wide programs that CAM has played a leading role and participated in over FY2015/2016. We always consider it essential to offer Library-wide sessions to aid all employees in the University of Illinois Library to better understand the cataloging and access of the Library's collection. We want to make available the best possible metadata to make it as easy as possible for users and Library staff to discovery and locate the Library's collections, in whatever format it is best available to use. We always strive to follow national standards and rules when cataloging any materials or resource to add to our search and discovery systems. The vital component to that is consistently have information sessions to the Library to discuss any new developments or to inform any new individuals about how items are best discovered and located in this large library.

We held information sessions on the various online catalogs the Library has, including VuFind, Classic Voyager, and WorldCat Discovery Catalog, comparing the strengths of each system and when it is better to utilize one over the others (for example, call number searches cannot occur in VuFind). As we have moved to promoting VuFind and Easy Search over other options, CAM has participate in additional information sessions and search and discovery of Library collections.

Nicole Ream-Sotomayor participated in the annual GA training and she presented a much valued session. We hope to present additional sessions in the coming fiscal year.

5. Review progress made on Unit Annual Goals for FY2015/2016

- Continue the progress made in the reorganization of the CAM unit and produce more effective and efficient workflows to be as productive as possible in the areas of cataloging and metadata creation for the Library. Work

with each CAM Team Leaders to optimize the working conditions to create success for all functional and production areas for cataloging, metadata creation, and maintenance of data.

We have made significantly progress and improvements with the reorganization of CAM. Each of the teams have its force pushing everyone forward to achieve more than what we have done in the past. The Team Leaders are more involved in the day-to-day work that is occurring and can put more time and energy to improve the situation for all. Better communication is occurring within CAM and to others we interact with on a daily basis. More work is still needed but this is a very talented group and more successes will be produced.

- Collaborate more closely with Acquisitions, Collection Management Services, Preservation, Rare Book & Manuscript Library, Map Library, and other units to keep cataloging best practices and procedures up-to-date and work to ensure basic competencies are in place for all cataloging and metadata work occurring in the Library.

  More work on these fronts need to occur. There has been improvements working with the other Technical Services units and other units that catalog or create metadata. We do have more regular meetings to discuss training and documentation needs. But how best do we share information when changes occur or new workflows and processes are enacted. Better communication needs to occur throughout the Library but also within the interactions of the units where similar work is occurring or where work is passed on to others to complete. This will be added back to goals for this coming year.

- Get the Library's e-serials collections in as good of shape as Willy Kries has produced for e-books, databases, and streaming media collections

  With the addition of Jamie Carlstone and the good work she has already completed, we have made good process on this goal from last year. She has set down a good foundation of work completed for the major publishers/vendor of our e-serial content and will expand that work this coming year to include records in the online catalog of all our subscribed serial titles. Reaching this goal is still a work in progress but good work has already occurred in this endeavor.

- Continue to work with Heidi Imker and the Research Data Services Team and Bill Ingram, Repository Manager, to determine the Library's best options for creating repository-level metadata for numerous resources. Continue to collaborate with Research Data Services on metadata requirements of the Research Data Bank.

  As reported earlier, the Illinois Data Bank was recently released to the public. This is a great accomplishment. This is important work to make the University of Illinois Research easier to discovery and use by scholars around the world. Cam helped contribute to the metadata needs of this system. We feel good about the progress made on this and from working with the Research Data Services Team to get this in place.

- Pull Metadata Maker into more of CAM's workflows to eliminate backlogs of materials needing cataloging.

  Over the past year, we were slow in getting Metadata Maker incorporated into more of our workflows. But as the pressure to prepare for our eventual move to Room 1 this Fall, we have been working to use Metadata Maker more to catalog the backlog of materials to send to the shelves and accessible by users. Metadata Maker will continue to be utilized for more of our metadata work going forward and could be a useful tool for cataloging of maps and archival materials as well.

- Produce a more effective method to communicate to the Library about cataloging and metadata creation topics and issues

  We were just discussing this the other day at a focus group meeting on communication within the Library. We still need to make major improvements in this area. It is not easy but we will continue to move forward with this important work. We are just not communicating as well as we could all the work that is going on in CAM.

- Investigate and put plan in place to transform all the Library's data, including bibliographic, acquisitions, circulation, knowledge base, and administrative, to migrate information into the Next Generation Shared Library Management system selected in the I-Share Next RFP process over the next year.

  We have made some progress in cleaning up our data for the eventual migration to a new ILS type service in the next 1-2 years. Much more work needs to happen over this next year. We will add this one to our goals for next year as well.

- Most important, make it easier for the Library's user to discover all we have access and get more of the Library's local collections into the search and discovery pathways of our users.

  This is always our top priority in CAM. We want to make the Library's entire collection as accessible as possible. We have had some success in this endeavor but it is never really enough. We need to implement better automated and batch processes to add, improve, enhance, and remediate existing bibliographic and metadata records. We need to utilize the existing technologies to make this easier to accomplish. Hopefully a new catalog system will help with this. The Easy Search Bento system is really helping in this area of search, discovery, and delivery of Library collections and content. CAM will continue to work to optimize the discovery of the Library's collections and make it as easy as possible for the user to find what he or she needs.

6. Articulate Unit Annual Goals for FY 2014/2015

- Collaborate more closely with Acquisitions, Collection Management Services, Preservation, Rare Book & Manuscript Library, Map Library, and other units to keep cataloging best practices and procedures up-to-date and work to ensure basic competencies are in place for all cataloging and metadata work occurring in the Library.
- Pull Metadata Maker into more of CAM's workflows to eliminate backlogs of materials needing cataloging.
- Produce a more effective method to communicate to the Library about cataloging and metadata creation topics and issues
- Investigate and put plan in place to transform all the Library's data, including bibliographic, acquisitions, circulation, knowledge base, and administrative, to migrate information into the Next Generation Shared Library Management system selected in the I-Share Next RFP process over the next year.
- Most important, make it easier for the Library's user to discover all we have access and get more of the Library's local collections into the search and discovery pathways of our users.
- Become a BIBCO/PCC Cataloging Partner
- Incorporate Linked Data more into our search and discovery services; better utilize data available in OCLC's XML records

7. The Number of GAs (FTE and Head Count) employed during FY2015/2016
CAM had three graduate assistants for FY2013. Each had an appointment of .33 percent and worked from August 16, 2014 to May 15, 2015.

   1)   Patrick Harrington (.33 percent appointment, state funds)
   2)   Jessica Goode (.33 percent appointment, state funds)
   3)   Kate Butterworth (.33 percent appointment, state funds)

8. The funding source for the unit's GAs (e.g. state funds, grant funds, endowment funds)

All three graduate assistants were funded using state funds.

1. Facilities.

1a. User seating counts: N/A
1b. Number of hours open to the public per week (if applicable): N/A

2. Personnel

2a. List by name, all faculty, academic professional, civil services staff, and Graduate Assistants assigned to the unit in FY2015/2016.

Name	Appointment	FTE	Duration
Norman, Michael	Faculty	1	Full year
Han, Myung-Ja	Faculty	1	Full year
Jin, Qiang	Faculty	1	Full year
Joseph, Lura	Faculty	1	Full year
Stein, Ayla	Faculty	1	Full year
Weber, Janet	AP	1	Retired April 2016
Carlstone, Jamie	AP	1	Started November 2015
Lampron, Patricia	AP	1	Started January 2016
Kries, William	AP	1	Full year
Ream-Sotomayor, Nicole	AP	1	Full year
Adamczyk, Jan	Staff - SLS	0.5	Full year
Bendel, Andrew	Staff - SLS	1	Passed Away April 2016
Biggers, Vanessa	Staff - SLS	1	Full year
Eynon, Diana	Staff - SLS	1	Full year
Fentress, Roxanne	Staff - SLS	1	Full year
Hess, Bennett	Staff - SLS	1	Full year
Hess, Robin	Staff - SLS	1	Full year
Howerton, Robert	Staff - SLS	1	Full year
LeSure, Bridgette	Staff - SLS	1	Full year
Machula, Lincoln	Staff - LS	1	Full year
McLaughlin, Kevin	Staff - SLS	1	Left October 2015
Menkhaus, Jane	Staff - SLS	1	Full year
Nguyen, Catherine	Staff - Clerk	1	Full year
Oono, Yuriko	Staff - SLS	0.8	Full year
Qi, Xiaoping	Staff - SLS	1	Full year
Towns, Elonda	Staff - LS	1	Full year
Vineyard, Ida	Staff - SLS	1	Full year
Watkins, Julie	Staff - SLS	1	Full year
Harrington, Patrick	Graduate Assistant	0.33	Aug. 2015 – May 2016
Butterworth, Kate	Graduate Assistant	0.33	Aug. 2015 – May 2016
Goode, Jessica	Graduate Assistant	0.33	Aug. 2015 – May 2016
Maher, Paul	Academic Hourly	0.10	Full year
Black, Andrea	Academic Hourly	0.7	Full year
Clark, Brian	Academic Hourly	1	Full year
Total:		30 FTE	

2b. Specify the amount of units FY2015/2016 Student Assistant wages budget and Student Assistant FTE.

  1. CMS/CAM Wage Fund: $132,500

Appendix A.

FY2015/2016 Total Titles and Items Added by Voyager Location

Voyager Library New Titles and Items Totals FY2016		
Voyager Library	**Total New Titles Added**	**Total New Items/Volumes Added**
ACES	1,974	3,459
Arch/Art	3,039	3,759
Archives	1,581	2,275
Chemistry	386	426
Classics	670	848
Commun	581	896
Ctr Chl Bks	1,071	1,261
Engr	1,763	1,868
History	1,868	6,143
IAS	744	1,298
ILHistLinc	158	278
Law	3,519	6,050
Lit Lang	911	1,181
Map/Geo	2,468	2,555
Math	704	1,446
Music	5,165	8,443
Net Gdocs	230	230
Net Marcive	10,135	10,315
NetResource	126,654	126,654
Oak Street	21,152	40,732
Rare Bk	8,951	11,113
Ref [noncirc]	10	10
Residence Hall Libraries	2,089	2,401
Scholarly Commons	30	74
SSHEL	7,124	7,914
Stacks	36,486	47,972
Stacks GDocs	2,993	3,090
Stacks Ref	8	122
Undgrad	7,226	11,137
Uni High	561	743
Vet Med	226	264

Appendix B.

FY2015/2016 Total Titles Added by Language

Language	2014 Total Titles added	2015 Total Titles added	Total Titles in Voyager 2016
English	161,394	198,852	5,421,046
Spanish	7,370	6,844	353,150
French	6,839	4,951	288,895
Italian	5,478	6,835	138,254
German	5,174	6,354	367,456
Russian	4,344	4,765	260,943
Portugeuse	3,663	1,083	67,855
No linguistic content	2,564	1,873	204,421
No language Information	51	0	139,497
Chinese	1,510	3,518	116,958
Japanese	1,310	1,936	43,508
Arabic	1,282	1,728	49,713
Korean	1,150	624	14,070
Latin	866	470	54,674
Polish	825	639	33,256
Ukrainian	688	456	34,330
Czech	663	806	19,608
Hindi	661	455	33,892
Hungarian	449	315	14,631
Catalan	264	196	9,903
Romanian	241	281	11,236
Bengali	191	191	12,264
Swedish	173	168	9,393
Undetermined	171	5,550	325,471
Hebrew	166	319	6,994
Bulgarian	153	82	8,564
Dutch	143	231	11,893
Urdu	41	153	14,643
Danish	33	102	8,331
Other languages	3,158	2,930	118,741
Grand Total	211,005	252,707	8,193,590

Appendix C.

FY2015/2016 Total Titles and Items Added by Format (including by electronic format)

Format	FY2015/2016 Total Titles	Overall Total Titles by Format
Monographs	176,077	7,615,934
Manuscript	33,845	115,750
Video	21,670	98,991
Serials	8,248	364,461
Archival	5,798	12,237
Cartographic Materials	2,795	86,487
Sound Recordings	2,232	106,582
Scores	1,250	135,058
Computer File	274	13,841
Nonmusical Sound Recordings	165	5,608
Kit	128	2,429
3-D Materials	117	602
Mixed Materials	58	4,254
Graphic	50	1,089
Grand Total	**252,707**	**8,563,323**

Electronic Formats (counts included in totals above as well)	Total Titles	Overall total Titles by Format
Monographs	76,528	1,150,628
Serials	4,214	49,828
Video	17,368	41,427
Sound Recordings	517	24,396
Manuscript	32,353	50,682
Cartographic Materials	265	5,600
Grand Total	**131,245**	**1,322,561**

Appendix D.

FY2105/2016 Total Circulation Totals:

PATRON_GROUP_DISPLAY	TotalCircs 2015to2016	2014 to2015	2013to2014	2012to2013	2011to2012	2010to2011	2009to2010
Interlibrary	53,145	52,286	52,654	54,926	60,613	58,305	57,401
Local Low Privilege	3,379	3,739	3,516	4,621	5,248	6,132	6,459
Library Use	12,398	11,092	7,702	7,220	5,983	6,147	7,211
Academic Employee	11,259	14,038	13,621	15,972	19,728	19,483	19,927
Faculty	23,725	24,470	26,127	31,619	33,142	41,229	43,968
Permit High Privilege					11	51	547
International ILL	357	400	454	417	440	411	468
Undergraduate	119,624	131,705	145,538	172,942	204,098	195,271	199,501
Graduate Student	85,692	93,728	97,927	118,217	138,620	157,735	165,916
Local High Privilege	3,127	3,479	2,909	2,941	2,876	2,775	3,097
Graduate Assistant	2		1			7	3
Extramural Graduate	335	409	814	456	969	1,222	759
Extramural Undergraduate	1	13	4	6	1	1	
High School	2,459	2,032	2,096	2,293	2,778	3,172	2,912
Library Staff	9,544	9,948	10,413	11,209	9,859	10,103	9,614
Alumni				17	544	648	1,019
Local Building Use Only	84	56	94	120	52	51	144
Permit Low Privilege						69	590
Emeritus Faculty	3,619	3,019	3,433	4,024	3,976	4,115	4,665
Support Staff	2,698	3,129	3,239	3,106	2,864	2,795	2,791
Retired Staff	1,292	1,049	872	1,104	984	665	690
UBReg	26,768	31,103	32,205	37,091	39,155	18,409	13,738
UBLong	13,960	15,354	14,414	15,178	14,751	34,225	28,827
UBIN	1,255	1,286	1,418	1,508	1,556	1,522	1,733
Total Circulations:	374,725	402,335	419,451	484,987	548,248	564,543	571,980