

Collection Management Services (CMS) Annual Report

Submitted by Mary Laskowski
Head, Collection Management Services

July 1st, 2015 – June 30th, 2016

I Unit Narrative

Collection Management Services (CMS) is responsible for a variety of services within the University Library, including physical and electronic reserves; the Gift program; the Last Copy program; departmental transfers to the Oak Street facility; the ingest, retrieval, and management of materials at Oak Street; ILL Scanning at Oak Street; and the management of the Oak Street Reading Room and circulation desk. In addition, a growing part of the unit responsibilities is to provide services relating to large-scale collection management, whether they be transfers, retrospective cataloging projects, physical shifts of collections, or some combination of all three. Almost all such projects have multiple benefits in terms of access for patrons and inventory control, and in some instances quite unique hidden collections have been discovered and made available.

Physical and Electronic Reserves

With the ongoing evolution of e-reserve services both locally and on the national level, the Executive Committee charged a task force chaired by Mary Laskowski to investigate options for possible changes to the electronic reserve and print reserve services of the University Library, considering the future shape and viability of those services in light of new technologies and changing practices in user behaviors. The investigation has included a survey of faculty and instructors on campus, and the report with recommendations is anticipated to be complete in September, 2016. Obviously, recommended changes will affect the ongoing work of the CMS unit.

Gift & Last Copy Programs

The library received nearly 22,000 volumes as gift materials this past year, not including larger named collections that were evaluated and processed separately. These materials have been searched against our local catalog and sorted appropriately between what is added to our collection (4,300 items), what is sent to Better World Books (11,300 items), and what is discarded, often for condition and mold concerns (6,100 items). Approximately 20% of all donated materials are retained and added to the Library's collection. In addition, CMS handles the processing of Last Copy items, which are sent to us as the last copy of an item that is held in the state. Through this program, we added approximately 2,300 items to our collection this year.

Departmental Transfers

This was the second year of Collection Management Services being responsible for transferring materials from departmental libraries to Oak Street in order to help continue the recentralizing efforts of the Technical Services Division, reducing the need for many units to duplicate similar efforts, to save costs on the training of the cataloging and physical preparation required for items housed in the high-density

storage facility across multiple units, and to streamline the transfer workflow between the two halves of the Collection Management Services unit. A full break down of statistics can be found in the appendix, but a total of 14,000 items were transferred to Oak Street by CMS. On average, CMS processed 56 transfers per day, working with an average of 11 different libraries each month. Of the items to be transferred, approximately 1.5% (209 items) needed new catalog records to be imported or created before sending into high-density storage, 7.5% (1,056 items) required some level of physical stabilization before being sent, and just over 9% (1,287 items) were withdrawn rather than being sent to the facility, as they duplicated volumes already held at Oak Street and so did not meet the criteria for sending to the facility.

Oak Street Library Facility

During FY16 the Oak Street Library Facility accessioned 267,514 items into the facility, increasing the total holdings to 4,063,908. Outside of the regular Oak Street workflows of retrievals, refiles, and the ingestion of new material, the staff was busy working on special projects such as the Google Book Search Project, the Committee on Institutional Cooperation (CIC) Shared Print Repository, and the beginning of a deduplication project. The facility was expanded in FY16 thanks to the installation of new Spacesaver mobile shelving in vault 4 (3N) which increased total capacity by roughly 900,000 items. As part of this expansion, the library acquired a new Raymond lift truck which will primarily operate in vaults 3 and 4 with the mobile shelving.

These large-scale collection management projects, as well as the overall growth of the collections held in the facility, have significantly changed the workflow of the Oak Street Library Facility. Retrievals were again higher than most previous years at 90,234. Refiles were down from the previous year, but were still a substantial part of regular workflows at 66,842.

During FY16, Oak Street also de-accessioned 31,034 items. The vast majority of these items were part of the CIC Shared Print Repository project and were sent to Indiana University for deposit at the consortial level. A much smaller amount of material was withdrawn as a test phase for a pending project to deduplicate OSLF holdings. This allowed us to test and refine workflows for the larger project expected to be implemented in FY17.

The empty space vault 3N that was previously used as a staging and receiving area for project material was emptied and prepared for installation of the new Spacesaver high bay mobile shelving. Between December of 2015 and March of 2016, contractors were onsite for the build out of the final vault. Oak Street workflows were revised and slightly altered to avoid serious impact from the construction. In January, OSLF received a Raymond 550 OPC30TT order picker. The lift truck is smaller and significantly more affordable than the 9600 and SB series trucks currently in operation. The new truck is primarily used for shelving new material and other workflows in vaults 3 and 4. Even with its more limited height (reaching roughly 30' rather than the full 40' of vaults 1 and 2), the new truck can reach roughly 95% of the material housed in OSLF. In addition, 10 Gryphon 'Type B' repository trucks, which can be mounted directly to the order picker were ordered. These new trucks significantly reduce the amount of lifting by staff and reduced the amount of time needed to shelve new material.

The Oak Street Reading Room and circulation desk is a relatively new component of the facility and completed its first full year in operation in FY16. During the year, the desk was open Monday through Friday from 9am-4pm. Patrons have access to university wifi, three public workstations (each equipped with a scanner), a printer, and plenty of flat workspace in the Reading Room. 364 patrons were assisted

in person at the OSLF desk and another 44 made contact by phone. A central service provided to patrons is the ability to request large runs of material for use in the Reading Room without having to ship them to another location. Another 57 patrons requested material to be picked up from Oak Street, while 94 solely used the Reading Room. An additional component of the front desk is scanning for ILL requests, reducing the load of material shipped internally, unnecessary wear and tear on the physical pieces, and alleviating some of the stress on the ILL scanning center.

In an ongoing effort to increase the awareness of the OSLF facility, the unit hosted 79 guests on 11 tours throughout FY16.

In FY16 Oak Street had both a .5 FTE employee leave the university and hired a replacement. Civil Service staffing levels remain at 5.5 FTE overall with 3 senior library specialists and 2.5 library specialists. All staff are trained on the Raymond industrial lifts as well as workroom procedures.

CMS Project Work

Collection Management Services was involved in a wide variety of projects this year, including transfer projects, processing projects with special criteria or notes added, cataloging backlogs, cataloging named gift collections that fell outside the scope of the Library's Gifts program, physical collection moves, and two large consortial projects—the CIC's Shared Print Repository and the Google Book Search project.

Transfer Projects—Retrieved & Processed

Collection Management Services worked on several projects that required the retrieval of items before processing them to various locations. In total, CMS retrieved and processed more than 118,000 items this year. Some of the processing only required confirming correct bibliographic records and changing the items' location, and others required much more in-depth evaluation and copy or original cataloging.

PSED and LSD

Collection Management Services began the transfer of serials meeting the criteria of the Physical Sciences and Engineering Division (PSED) and the Life Sciences Division (LSD) out of the Main Stacks to Oak Street this year. The first 51,000 items were processed in FY16, with just over 3,000 duplicated volumes being withdrawn from the collection, and over 1,900 volumes requiring the work of original catalogers.

Prairie Library

CMS assisted the Prairie Research Institute, which closed December 2015. CMS assisted in transferring materials to Oak Street, both into standard stos and Rare Book (rbos) holding locations, and to ACES, as well as withdrawing duplicated materials from the collection. In addition to simply transferring the location of these items, project staff often had to find or create OCLC records for the items, as many of these are local or state publications without an OCLC number in the local record and so were unable to be transferred to Oak Street without the catalog record being enhanced. In total, CMS processed 51,500 items, 1,600 of which needed to be passed to original catalogers before transferring.

Vet Med

CMS transferred just over 8,000 items out of the Vet Med Library, sending bound serials to Oak Street and adjusting records and purchase orders in order to send the unbound, new issues for these serial runs to the ACES Library.

Architecture & Art

In order to help alleviate the crowded space at the Architecture & Art Library, CMS worked closely with staff in the Main Stacks to transfer more than 6,500 items to the stacks, and transferred an additional 200 items to Oak Street.

Transfer Projects—Processed

Collection Management Services took over the vast majority of departmental transfers to Oak Street as on-going library work. In addition to these transfers, some libraries required transfers that exceeded our typical workflow or volume of material that could be processed, and so we worked with the different units to treat each of these transfers as a distinct project. This allowed us to focus on the particular needs of the sending unit, ensuring specific criteria was followed and/or the transfers could be accommodated in a timely manner. CMS transferred 17,500 items in this way. This year these projects included material coming from SSHEL (6,300 monographs), HPNL (5,100 films), Undergrad (3,200 monographs and DVDs), Chemistry (1,800 items), Communications (475 items), IAS (70 VHS tapes), and Digital Content Creation (DCC) transferring these (400 items) to Oak Street.

Rare Book—Special Notes and Cataloging

As part of Collection Management Services' dedication to improving access to and condition of our collections, as we discover items that are part of one of the Library's named special collections through other project work, or Main Stacks staff discover items as part of their work, we add the appropriate collection note to the catalog record as per RBML guidelines, and the physical items are sent to Oak Street for better environmental conditions. CMS has added this additional access point to 1,600 items this year.

Crochet Collection

In January 2014 Library staff member Gil Witte donated a large collection of materials documenting the history and practice of the art of crochet to the library. CMS has been cataloging these materials for the Rare Book & Manuscript Library. Named the Tennyson Library of Crochet for Witte's great-grandmother Flora Emily Tennyson, the collection documents the history and practice of the craft through journals, patterns, samples, and manuals. This year approximately 4,500 items, with 2,700 original catalog records, were added to the collection.

Backlog Cataloging

Government Documents

CMS processed a number of Government Documents that had accumulated in various locations, including 200N. More than 11,000 items were identified, and of those 6,500 were added to the collection and transferred to Oak Street, and 2,900 items already duplicated in the collection were set aside for state review and possible discard. More than 1,000 items had cataloging problems that required original catalog records to be created, and more than 2,900 needed stabilization to prevent further damage while in high density storage.

SSHEL

Collection Management Services continued assisting SSHEL with a variety of projects requiring original cataloging, in addition to assisting with the transfers of materials to Oak Street in larger batches. CMS has been primarily working on two backlogs of materials: the Curriculum Collection, which contains a variety of formats and educational kits, and the S-Collection. The S-Collection materials were items that had been set aside as duplicates to be discarded, but the subject specialist had concerns that they were not true duplicates, and so asked for the help of CMS. This project required requesting the "duplicate" copy from Oak Street to do a side-by-side comparison of the materials. CMS staff processed 4,300

Curriculum collection items, and 2,800 S-Collection items. In addition, following the retirement of long-time staff member in the LIS Library, the remaining 600 LIS items were added to the catalog and transferred to Oak Street.

Foreign Language Backlogs

CMS had made great progress in making materials in the Slavic Language Backlog accessible to patrons in previous years, and in FY16 that work was successfully transferred to CAM's foreign language cataloging group. All materials were sorted, organized, and moved into project surge space for CAM to begin processing these uncataloged materials. This year CMS processed 770 items, adding 570 of those to the collection and withdrawing 200 duplicates. Much of the remaining backlog will require original cataloging and language expertise to process. In addition, a backlog of nearly 700 Chinese microfilm reels were discovered and added to the catalog. These items were boxed and transferred to Oak Street to take advantage of the environmental controls in order to ensure longevity of the film.

Named Gifts

Acquired gift collections will sometimes require special instructions or will be large enough to fall outside of the typical gift workflow. In these cases, the collection is treated as a named, stand-alone project. Some of these projects include Japanese Books (an IAS gift), the Windows of Shanghai collection, a collection of pornographic materials, additional items to be added to the previously cataloged Erlewine Astrology Collection, and the beginning of a Residence Hall Weeding project, as well as the first test shipment from the Milner Library.

That's Rentertainment

A collection of over 3,000 rare and out-of-print BluRay discs, DVDs, and VHS tapes from the inventory of *That's Rentertainment*, one of the largest independent video rental stores in Illinois, were added to the media holdings of the University of Illinois at Urbana-Champaign Library. When a local resident and University employee learned That's Rentertainment would be closing in August 2015, she took steps to ensure at least a portion of the business's unique collection would remain accessible to local viewers. A GoFundMe campaign raised more than \$3,600 to purchase materials, but as patrons and Library staff began creating a list of titles wanted for the Library's collection, it was clear that it would not be enough. The Library used an additional \$26,000 in gift funding to acquire the collection. CMS processed 2,800 of the items in the newly acquired collection.

Camiros City Planning

The Funk Library, through Melody Allison, acquired over 2,200 planning documents from the Chicago based urban planning consulting firm of Camiros, Ltd. Collection Management Services is processing this large gift which requires almost exclusively original cataloging due to the proprietary nature of the contents. CMS is using this collection as an opportunity to use the locally developed Metadata Maker tool to create efficiencies and cross-train staff in the tool's use.

Physical Collection Moves

In addition to other New Service Model work listed above under materials processed, CMS contributed significantly to several physical collection relocations this year. In particular, CMS worked closely with faculty and staff in the Classics and Literatures and Languages Libraries to integrate the collections into new spaces, including clearing space in the former Reference Room (200N) in order to reclaim that

space for patron use. Additionally, due to tight construction deadlines, CMS provided assistance to the University Archives at the Hort Field Lab to proceed with planned facility upgrades.

Google Project

The Library continued work with the Google Book Search Project again this fiscal year. The majority of the materials to be scanned are located in our Oak Street High-Density Storage Facility, and so are being retrieved by our Oak Street staff. In addition, materials are being pulled and transferred to Oak Street from the Main Stacks and departmental locations. This year just over 91,000 items have been processed and reviewed in relation to this digitization project.

CIC Shared Print Repository

This year the Library completed our contribution to the current phase of the CIC's Shared Print Repository (SPR) project, processing materials to be sent to Indiana's high-density storage facility as shared holdings. The University of Illinois contributed over 38,000 bound serial volumes, opting to not send just over 5,300 of the total candidates for various reasons. The work on this project included issue-level validation, condition assessment, and update of all cataloging records to meet the agreed-upon standards, as well as maintaining a box-level inventory of all items boxed, palletized, and shipped.

CMS goals for FY16 were as follows:

- Continue to expand the services and use of the Reading Room at the Oak Street Library Facility.
 - Hours were expanded this year to good effect, and workstations were increased from one to three. Further efforts are ongoing to improve the space and services to facilitate increased use.
- Work with Library Facilities to plan for moving all of the CMS staff to Oak Street (remodel 3rd floor).
 - This construction project has officially begun and is slated for completion in December, 2016.
- Continue, and potentially finish, participation in the CIC Google Book Search Project.
 - The Google Book Search Project continues, with an emphasis on Illinois state documents. Participation is expected to continue throughout the next fiscal year and potentially beyond.
- Ramp up operations for deduplicating within the Oak Street collections, as well as across Library locations for both monographic and serial materials.
 - Identification and workflow issues for major deduplication were problematic, but work has begun to allow this project to begin in a substantial fashion.
- Complete transfers of our contributions to the CIC Shared Print Repository.
 - Transfers from our collection to the CIC Shared Print Repository were completed ahead of schedule.
- Begin deduplicating our collection against the CIC Shared Print Repository.
 - The duplicates in main stacks were processed for withdrawal, and removal of duplicates at the Oak Street Library Facility have begun.
- Complete PSED and LSD division serial transfers from central stacks to Oak Street.

- This work was significantly delayed due to pressures from NSM projects such as the Classics/Lit Lang merger and the closure of the Prairie Research Institute Library. Steady progress is ongoing, and approximately a quarter of the work (51,175 items) is complete.

CMS goals for upcoming years are often difficult to determine as so much of the work performed by the unit is driven by Library priorities related to shifting construction deadlines and the outcome(s) of New Service Model Initiative Implementation teams. There are a few goals for the coming year which should however remain a priority regardless of other needs.

CMS goals for FY17:

- Continue operations for the Google Book Search Project, with an emphasis on Illinois state documents.
- Planned physical relocation of the CMS unit to the Oak Street Library Facility and associated changes in workflows and operations.
- Plan and implement the next stage of the Big Ten Academic Alliance Shared Print Repository (SPR)
- Implement plans for large-scale deduplication of the Oak Street Library Facility.
- Substantially complete the PSED/LSD serial transfers from main stacks to Oak Street.

II Statistical Profile

1. Facilities

User seating counts (if applicable)

- At tables: 16
- At public workstations: 3
- Informal/other: 2

Number of hours open to the public per week (if applicable)

- Summer II 2015: 35 hours
- Fall 2015: 35 hours
- Spring 2016: 35 hours
- Summer 1 2016: 35 hours

2. Personnel

Mary Laskowski (Faculty) (100%)

Andrew Cougill (AP) (100%)

Jenny Maddox Abbott (AP) (100%)

Jose Bermudez (Library Specialist) (100%)
Alex Bragg (Library Specialist) (100%), until December 2015
Julie Bumpus (Senior Library Specialist) (100%)
Rebecca Clayburn-Wright (Senior Library Specialist) (100%)
B.A. Davis-Howe (Senior Library Specialist) (100%)
Martha Degutis (Senior Library Specialist) (100%)
Michael Donovan (Library Specialist) (100%)
Kara Hagen (Senior Library Specialist) (75%)
Nick Hagen (Senior Library Specialist) (100%)
Sarah Heald (Library Specialist) (100%)
Ian Iversen-Curry (Library Specialist) (50%), beginning March 2016
Debbie Jones (Library Specialist) (100%)
Scott Mann (Senior Library Specialist) (100%)
Ithamar Ritz (Senior Library Specialist) (100%)
Melanie Rusk (Senior Library Specialist) (100%)
Ginger Schutz (Library Specialist) (50%, 50% in Acquisitions)
Ben Stone (Library Specialist) (100%)
Lisa Wells (Senior Library Specialist) (100%)
Gil Witte (Library Operations Associate) (100%)
Hewitt Preston Wright (Library Specialist) (100%)
Millie Wright (Library Specialist) (100%)

The CMS wage allocation this year was \$548,000, with the majority of funds expended on Academic Hourly employees for the major projects of the unit. The weekly average for hourly employees was 13 FTE.

3. User Services

Desk Tracker for Oak Street Reading Room

Mode of Communication

- In Person: 20
- Phone: 1

Patron Type

- Faculty/Staff: 6
- Undergraduate Student: 5
- Outside UIUC/Non-Affiliate: 2
- Unknown: 2

Question Type

- Other: 9
- Library policies and services: 5
- Finding specific library materials: 3
- Technical Issues (printers, scanners, software): 1
- Research Assistance: 1

- Data Assistance: 1

Time Spent

- <5 Minutes: 14
- 5-15 Minutes: 5
- 15-30 minutes: 2
- 30 Minutes - 1 Hour: 1

Employee status:

- Library Staff: 11
- Student Assistant: 4

Oak Street Reading Room

- Gate Count: 364
- General inquiries – phone: 44
- General inquiries – email: 1
- General inquiries – in-person: 41
- Items reserved – used at OSLF: 44
- Items reserved – taken from OSLF: 57
- No items reserved – reading room use only: 94
- Other: 37
- Totals: 722

4. Other statistics (optional)

Oak Street High Density Storage Collection

- Accessioned: 267,514
- Re-Accessioned: 454
- De-Accessioned: 31,034
- Removed from OSLF: 30,580
- Retrievals: 90,234
- Refiles: 66,842

Oak Street High Density Storage Tours

- Tours: 11
- Guests: 79

Transfers to Oak Street

- Sent: 259,838
- Received: 282,413

Cataloging

- Bib Creation: 21,202

- Bib Modification: 22,862
- Holding Action: 205,103
- Item Creation: 36,043
- Item Modification: 912,855
- Total: 1,198,065

Last Copy Program

- Items added: 2,306

Withdrawals from the Collection

- Items withdrawn: 32,931

Reserves

- E-reserves accessed: 157,773
- E-reserve items: 19,795
- Physical reserves: 2,348
- Total reserves: 22,143

SIPX

- Readings: 302
- Enrollment: 2,819
- Bought: 2110
- Spend: \$10,790.90
- Est. Spend: \$27,954.54
- % of Est.: 39%

III Appendices (optional)

ILL Scanning	
Total Requests	1,370
Requests Filled	767 (56%)
Requests Not Filled	603 (44%)
Scanned	
Requests	767
Pages	9,571
Average Pages/Month	798
Hours	253.75
Average Hours/Month	21.15
Not Scanned Reasons	
Online	25 (4%)
Citation	193 (32%)
Language	136 (23%)
Out in LAS	4 (1%)
Not on File	61 (10%)
Cost	5 (1%)
Poor Condition	19 (3%)
>49%	31 (5%)

>70 pgs
Too big/tight

19 (3%)
113 (19%)

Departmental Transfers		By Sending Location	
Totals			
Total Items	14,000	ACES	563
Average items per working day	56	Arch & Art	2,027
Average number of libraries per month	11	Chemistry	33
Items needing copy cataloging	172 (1.2%)	Classics	1,686
Items needing original cataloging	37 (0.3%)	Communication	172
Items needing stabilization	1,056 (7.5%)	Engineering	746
Items sent to RBOS	812 (5.8%)	HPNL	1,835
Items withdrawn	1,287 (9.2%)	IAS	39
		Maps	96
		Music	200
		Prairie	119
		RBML	9
		Reference	5
		SSHEL	2,275
		Stacks	2,478
		Undergrad	397
		UniHigh	18
		Vet Med	2
		Preservation	281
		Binding	1,019
		Total	14,000

Gifts				
	Donations	Dept. Gifts Accepted	Dept. Weeding	Total
Evaluated	19,902	1,445	476	21,823
Kept	3,230 (16%)	1,103 (76%)	0	4,333 (20%)
Cataloging Problems	311 (2%)	179 (16%)	0	490 (2%)
Sent to RBOS	6 (0%)	0	0	6 (0%)
Sent to BWB	11,129 (56%)	40 (3%)	160 (34%)	11,329 (52%)

FY16 CMS Project Summary

Transfer Projects—Retrieved & Processed	
PSED & LSD Serials	51,175
Cataloging problems	1,937
Duplicates withdrawn	3,038
Stabilization required	2,300
Prairie	51,507
Transferred to Oak St (stos)	28,010
Transferred to Oak St (rbos)	1,189
Transferred to ACES	10,556
Duplicates withdrawn	11,752

Cataloging problems	1,623	
Stabilization required	2,626	
Vet Med		8,015
Transferred to Oak St	7,626	
Transferred to ACES	389	
Art & Architecture		6,778
Transferred to Stacks	6,560	
Transferred to Oak St	218	
Classics		989
Transferred Oak St	681	
Transferred Folios (to rbos)	308	
Transfer Projects–Processed (exceeded typical departmental transfers; treated as distinct project)		
SSHEL		6,371
SSHEL to Oak St. (stos)	6,144	
SSHEL/CCB withdrawn	227	
HPNL film		5,178
Undergrad		3,194
Transferred to Oak St.	553	
DVDs transferred to Oak St.	2,641	
Chemistry transfers to Oak St.		1,802
Communications transfers to Oak St.		475
DCC Theses transfers to Oak St.		419
IAS VHS transfers to Oak St.		68
Rare Book–Processed with Notes Added		
Cavagna		362
Collins		377
Ratterman		61
Early Purchase (stos)		47
Foreign-language MARCettes		272
RBML to RBOS transfers		68
STX to RBOS transfers		366
German Pamphlets		63
Crochet special collection		4,581
Original cataloging bib records	2,757	
Original cataloging enhanced bib records	680	
Copy cataloging bib records	24	
Total Items to RBML	4,581	
Backlog Cataloging		
Government Documents Backlog		11,410
Processed for Stacks	845	
Processed for Oak St. (stos)	6,493	
Cataloging problems	1,122	
Set aside for State Review	2,935	
Sent to RBML (pre-1800)	12	
Stabilization required	2,920	
SSHEL Curriculum Cataloging		4,323
Original cataloging bib records	220	
Original cataloging Items	346	
Copy cataloging bib records	616	
Copy cataloging Items	947	
Recataloged items	2	
Items added	803	
Transferred items	173	
Last Copy	116	

Discarded Duplicates		1,865	
SSHEL S-Collection			2,867
Replacing damaged or paperback copy		200	
Dust jackets added		375	
Unique books added		50	
Duplicate/added copies		341	
Books sent to BWB		1,901	
LIS Backlog			617
Slavic Language Backlog			771
Items added		569	
Duplicates Withdrawn		202	
Chinese Microfilm			678
Oak St. MARCette replacement			139
Google Book Search Project			
Google Items pulled and transferred			91,370
Cataloging problems		2,049	
Stabilization required		2,868	
Shared Print Repository			
Total Candidates			43,566
Sent to SPR		38,183	
Not Sent to SPR		5,383	
<u>Not-Sent Reasons:</u>			
Subject selector		665	
Condition		100	
Incomplete		1,304	
Non-book format		65	
Duplicated items		1,585	
Not on Shelf (NOS)/Missing		453	
SPR no longer wants		1,211	
Withdrawn Against SPR			6,745
Named Gifts (special instructions or volume exceeded typical workflow; treated as distinct project)			
That's Rentertainment			2,359
Original bib records created		36	
Imported bib records added		1,281	
Added copy		218	
Japanese Books (IAS gift)			852
Windows of Shanghai			653
Pornographic Gift Collection			644
Erlewine (Part Deux)			542
Cameros City Planning Gift			256
Residence Hall Weeding (BWB)			237
Milner Library			65
Physical Collection Moves			
Literatures & Languages/Classics NSM			250 man-hours
Archives Collection Shifts			120 man-hours
Clearing 200N			20 man-hours
Additional Project-Work Responsibilities			
Oak Street Stabilization			
Stabilization By Repair		Stabilization By Project	
Envelopes	16,969	Google Project	26%
Ties	1,950	Gov Docs Backlog	23%
Wraps	525	Prairie Transfers	23%
Boards	494	PSED & LSD Serials	18%
Colibri	764	Pornography Gift Collection	5%

Tip-ins	52	All other projects & transfers	5%
Mending	131		
Glues	21		
Pockets	42		
Total	20,948		

Truck Usage		
Project	Book Carts	% of Carts
Google Project	1,020	40%
Prairie closing	889	35%
Oak St. transfers	452	18%
Vet Med transfers	104	4%
Art transfers	64	3%
Misc. transfers & project work	22	1%
Total book carts transported	2,551	