Collection Management Services (CMS)
Annual Report
Submitted by Mary S. Laskowski, Head
July 1st, 2013 – June 30th, 2014

I   Unit Narrative

Collection Management Services (CMS) is responsible for a variety of services within the University Library, including electronic course reserves (e-reserves), print reserve processing for the Undergraduate Library and Central Circulation and media reserve processing for the Undergraduate Library, course and research related media acquisitions, media cataloging, gift materials processing, and remote storage at the Oak Street Library Facility.

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.

In FY14, the Oak Street High Density Storage Facility continued to evolve its workflow and expand its role in the library system. Continued evolution of daily operations workflow has again increased efficiency of existing services and introduced greater control of holdings. New services have created relief for fellow library units and increased patron access. In the past year fundamental design flaws in the construction of the facility were identified and through the efforts of HDSF staff, library facilities, University and State officials, and responsible contractors a plan is in place to resolve the issue over the coming year.

During FY14, the Oak Street facility accessioned 252,571 new items into the facility, increasing the total holdings to 3,645,988. CMS staff have altered or created workflows in an ongoing effort to maximize efficiency in absorbing these transfers. Workflow internal to the HDSF reduced the amount of time spent preparing refile and retrieval orders. These changes require less time to sort requests and items while increasing the accuracy of our work. Physical changes were also implemented to help with productivity. A barcode duplicator allows the staff to perform basic item maintenance rather than outsourcing to a different unit. New PEM environmental monitors allow us to better manage and record conditions in the vault. These new monitors capture data from 10 locations in the vault at varying heights rather than the previous three fixed locations. The installation of a computer workstation in vault 3N also provides staff with quicker, more convenient access to the LAS inventory software. Our long-term goal is to acquire hardware and software that allows staff to access our database from the lift wirelessly. In the meantime, the vault workstation is a great step forward. Finally, personal safety equipment was upgraded with the

assistance of the Office of Safety & Compliance.

In addition to the internal workflow upgrades, the transfer of material from the sending side of the unit to Oak Street was dramatically improved with the incorporation of a new streamerless transfer program developed with the assistance of Library IT. The new program eliminates the paper streamers formerly used to transfer items. Oak Street staff are no longer required to remove, sort, and count paper streamers to confirm items were correctly sent and to collect statistical data. The new program requires a single scan of an item to confirm and log its arrival at Oak Street. Another upgrade to the transfer process is the use of large metal A-frame carts to send material. Previously workers had to box and palletize transfers. The new carts eliminate the time needed to build and load boxes, now workers simply organize the items onto cart shelves. This process also saves time on the receiving side where materials previously had to be unloaded and the boxes broken down for reuse.

Through considerable evaluation, new services were identified for implementation at Oak Street. In April of 2014, Oak Street began scanning ILL requests for material held at the facility. Items pulled from Oak Street for scanning no longer leave the building, reducing the stress on the items and library shipping. This new service also reduces the workload on ILL staff and gets material into patron hands in a more timely manner. Much of the year was also spent planning and training for the opening of the Oak Street Reading Room. Although the reading room officially opened in the current fiscal year, the staff were busy with circulation training and developing site specific procedures and policies for the new service desk. The implementation of this new location allows patrons in the vicinity of the Oak Street facility another access point for library materials and services.

Oak Street supported the launch and ongoing efforts of the Google digitization project by developing procedures for the retrieval and refiling of a large quantity of material. By its nature, the facility and associated software is designed for low circulation meaning the staff had to develop some non-standard procedures for handling large amounts of material. The impact of the project is reflected in the annual retrieval statistics for the facility. In FY13, the facility retrieved 40,097 items, in FY14 retrievals more than doubled to 88,322.

In order to support the new services and projects at Oak Street, 1.5 FTE staff members were added to the workforce. The fulltime staff member compliments the existing staff by assisting with daily workflow and more even distribution of time spent working in the vault. The primary function of the halftime position is to support the new reading room, circulation, and ILL scanning services. With the additional staffing, Oak Street continues to fulfill its daily obligations as well as support new services and projects.

To accommodate the mobile shelving units, the floor of vaults 3S and 3N require a unique design that includes slab on slab construction and the intersection of shelf rails with the wire guidance system. As a result of the design, the drive and steer wheel of the 9700 Series Raymond lifts traverse these weakened joints causing many to collapse. Library staff, along with University and State officials have worked with the original contractors towards a solution to this problem. Over the past year, the problems have been identified and a repair solution implemented. All repaired intersections are holding fast, but by all indications this will eventually be a problem at all such intersections. We are now working with Korte and

Space Saver to perform preemptive repairs so the facility does not have to worry about continued failures down the road.

In addition to accessioning items transferred from elsewhere in the Library collections into the Oak Street Library Facility, the unit also transfers materials from high-density storage back into central stacks or departmental libraries annually based on circulation statistics. For fiscal year '14 there were 188 items identified to transfer back out of Oak Street. This supports several different goals: that of keeping the circulation at Oak Street below acceptable levels, and also meeting patron concerns that high-circulating materials be readily available in browsable locations.

CMS continues to improve the e-reserve service and underlying copyright clearance service. This year we finished implementing the new e-reserve system (Ares by Atlas Systems) and have continued to grow our relationship with SIPX (our current vendor for copyright permissions). Both of those implementations have greatly decreased the amount of time required between a faculty/instructor placing an e-reserve request and when it is available for use by students. Moving to a "pay per use" model with SIPX has also allowed us to clear permissions for more content than ever before, reducing the number of times we have to ask faculty to identify resources and stretching our available copyright funding as far as possible. As one of the early adopters of SIPX, part of our goal is to help shape the development of copyright services as related to e-reserves.

This year alone, more than 153,000 items passed through the hands of and were processed by the permanent and project staff of Collection Management Services. This number includes a wide range of formats, level of cataloging complication, size and scope of projects, and workflows to follow. Both the permanent and project staff working in CMS must be flexible, focused, able to pay attention to nuanced differences in simultaneous projects, change gears quickly, and trust that the professionals leading them down these project paths will not ask them to do what cannot be done. The successful leadership, communication, and collaboration within CMS is what makes all of this project work possible.

C-Collection
Collection Management Services has been working on the C-Collection (college and university publications) for two years, with the vast majority of items from domestic institutions being completed. What remains for this project, work that will continue this coming fiscal year, is the original cataloging of items for which no OCLC record exists (approximately 2,000 items remaining), as well as beginning the international portion of the collection, which is estimated to be approximately one-third the size of the domestic C's. The original estimated size of the entire C-collection was 45,000 volumes, but due to the slim size of many of these serial publications, we discovered that our estimate was quite low. We have added 63,202 items to Oak Street, and of those, 40% (25,249 items) required original cataloging; 5,430 items were determined to be duplicates and were discarded.

PSED
Collection Management Services is currently working on transferring monographs meeting the criteria of

the Physical Sciences and Engineering Division (PSED) out of the Main Stacks to Oak Street. So far, just over 24,000 items have been transferred. After this list is complete, CMS will begin transferring monographic materials meeting similar criteria for the Life Sciences Division (LSD), followed by serials identified by both divisions.

Grainger Serials
Collection Management Services has been working quickly to transfer serials from Grainger Engineering Library to Oak Street in order to assist with a surprise, very short deadline the library was given. So far, CMS has pulled and processed 19,553 items to Oak Street and has discarded 869 items that already have a copy located at Oak. The extra layer of difficulty with this project is the distance between the materials to be transferred and the staff, book trucks, and workspace of those doing the work. We have created a successful route between Grainger, Main Library, and Oak Street, driving empty and fully loaded book trucks between the buildings as needed.

Undergraduate Serials
Another surprise project that was accommodated by Collection Management Services this year was the processing of more than 6,300 serials that had been pulled from the Undergraduate Library to accommodate renovations. Rather than have the Undergraduate Library staff process these items over the next year as time allowed, as was the original plan, CMS took on this work, loading the volumes onto book trucks, putting them back in order, and transferring them, as appropriate, to Oak Street and the Main Stacks. In addition, CMS identified 1,366 items that were already held at Oak Street and so were instead withdrawn from the collection.

Erlewine Astrology Gift Collection
Collection Management Services is in the process of wrapping up the processing of the Erlewine astrology collection. Nearly 14,000 items have been added to the collection and sent to Oak Street, many of which are scarcely held serials. In addition, nearly 4,000 items are getting original catalog records, as no OCLC record exists.

Missouri Botanical Gift
Although not as large, another gift collection of note added by Collection Management Services was the Missouri Botanical Gift collection, which consisted of 416 primarily Slavic-language materials, cataloged for Oak Street and for the Prairie Research Institute Library.

Google Project
The Library has begun the Google 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 the Classics Library currently, with other locations to follow. So far, 8,603 items have been transferred, with nearly 25,000 having been pulled and processed from the Oak Street Facility.

Main Stacks Transfers
Collection Management Services does a variety of smaller transfer projects identified throughout the year. For example, subject specialists or GSLIS classes have periodically streamered items that CMS then transfers to Oak Street (1,637 items); finished clearing the remaining free-standing folio cabinets, a project begun last year, transferring the oversized materials to Oak (315 items); processing materials identified by the Architecture and Art librarians in the main stacks for transfer (1,131 items); and clearing out all remaining backlogs in the sub-basement (1,151 items).

Clearing Room 1
In addition to clearing out the sub-basement of the Main Stacks, CMS has also cleared out a variety of backlogs from Room 1 in order to facilitate the remodel of that space for Content Access Management (CAM). This space had become a historic dumping ground for backlogs in a variety of formats and conditions. Much work was invested in determining who had authority to make decisions regarding many of these materials, and the unit successfully cataloged nearly 3,000 items that were previously inaccessible to patrons through the online catalog or via physical browsing, as this was a locked, staff-only area. Some of the materials included in this space was the Library and Information Science backlog of books, posters, papers, and other resource materials and microfilm and microfiche that had come from a wide variety of units within the library. Of the materials searched in the LIS backlog, 1,021 items were cataloged for Oak Street, 60 items were added to the Main Stacks, 9 items were cataloged for Rare Book Oak Street, 5 items were passed directly to RBML, and 650 items were withdrawn or not added to the collection.

Slavic Backlog
Also located in Room 1 was the Slavic Language Backlog. Work has only just begun on seriously tackling this backlog, and so all materials have been sorted, organized, and moved into additional project surge space for CMS to begin processing these uncataloged materials. So far, 3,407 items have been searched for in OCLC, and 822 of those have been successfully added to our catalog and transferred to Oak Street. In addition, 581 items have been identified as duplicates of material we already hold and so have been discarded following our usual withdrawal procedures.

SSHEL
Collection Management continues to assist SSHEL with a variety of projects requiring original cataloging, in addition to assisting with the transfers of materials to Oak Street. In particular, CMS has been 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. Through this workflow it was determined that 545 items were true duplicates, but 298 items were added to the collection. Of those 298, 19 replaced damaged or missing items, 114 were a slightly different imprint, and 66 were unique items added to the collection. In addition, 99 dust jackets were added even though the books were not.

Springer Digitization

Collection Management Services worked closely with the AUL for Collections and Technical Services in order to retrieve, process, and pack over 1,600 items from 13 of our libraries to be digitized by Springer offsite, and then worked carefully to return all items to their home location.

Original Cataloging Projects

Collection Management Services has become known to many as a unit that will help catalog backlogs and solve problems that are discovered throughout our Library. Because of this, many individual items or small projects are taken on by staff in more informal ways. Although the size and scope of these projects are not particularly noteworthy, what is worth bragging about is that through this workflow 565 previously hidden or problematic items have been made accessible due to the diligent problem solving of the unit's more senior staff, and this is in addition to our more traditional project work.

Cavagna

As part of Collection Management Services' dedication to improving access to collections, as we discover items that are part of the Cavagna Collection through other project work, the Cavagna collection note is added to the catalog record as per RBML guidelines, and the physical items are passed to the Digital Content Creation unit for digitization through the Internet Archive. Through other project work this year, CMS has discovered and added additional access points to 1,605 Cavagna items.

Gift & Last Copy Programs

Although they are not projects, included in the unit statistics are the Gift and Last Copy programs, which are processed within Collection Management Services. The library received nearly 22,000 volumes as gifted materials this past year, not included larger named collections discussed previously. These materials have been searched against our local catalog and sorted appropriately between what is added to our collection (4,871 items), what is sent to Better World Books and set aside for our Library Book Sale (10,215 items), and what is discarded, often for condition and mold concerns (6,673 items). In addition, CMS handles the processing of Last Copy items, which are sent to us as the keepers of the last copy of an item that is held in the state. Through this program, we added 603 items to our collection.

Duplicates

This year Collection Management Services withdrew 4,362 items that met the criteria for withdrawal from our Library catalog. This is not a stand-alone process but rather a component of all Oak Street transfer projects. All materials slated to be withdrawn from the collection are shelved and available for a minimum of two weeks for any Library staff to view and flag for keeping in the collection.

CMS goals for FY14 were as follows:

- Implement plans to improve the workspaces at the Oak Street Library Facility, and reassess workflows and software needs.
  - Much of this work was accomplished, and significant changes made to various workflows. A larger, ongoing priority will be to identify alternate inventory software for the entire facility.
- Begin the process of print deduplication of collections in conjunction with the CIC Shared Print Repository.
  - This work is still largely in the planning stages, though Michael Norman has spent significant time and energy identifying the duplicates within our less than ideal catalog environment.
- Begin collaborative cataloging for foreign language materials.
  - The CIC Cooperative Cataloging project is underway, and the University Library sent out a first shipment of sixty Hindi items and sixty Hungarian items to other institutions, and has cataloged two batches of Hebrew materials for the University of Chicago and the University of Michigan.
- Implement plan to rehouse materials at Oak Street for better preservation and long-term storage needs.
  - This work is ongoing and is now being folded into project work so that as items are retrieved or processed in any fashion they are being re-trayed as necessary.
- Continue improvement of copyright practices and e-reserve services through full implementation of the new software and vendor relationships.
  - Though copyright practices and e-reserve services change continually, we have now fully implemented our new Ares e-reserve software and have finalized a contract with SIPX for copyright permission services.
- Continue planning and implementation of the staff move, including clearing collections in Room 1 and other spaces as necessary for remodeling.
  - The CMS staff in the Main Library were successfully moved from 7A to Room 44, and Room 1 was cleared of all collections to allow remodeling for CAM to progress.
- Open a public Reading Room at the Oak Street Library Facility.
  - The Reading Room officially opens August 4th, 2014.
- Begin a scanning operation at the Oak Street Library Facility in support of ILL in order to eliminate unnecessary material handling.
  - Scanning for inter-library loan began at the Oak Street Library Facility in April, 2014, which helps deliver content to patrons in a timely manner and avoid unnecessary wear and tear on library materials through shipping.

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 FY15:

- Publicize and streamline operations for the new Reading Room at the Oak Street Library Facility.
- Work with Library Facilities to plan for moving all of the CMS staff to Oak Street (remodel 3rd floor).
- Create and expand workflows to accommodate performing all transfers to Oak Street high-density storage, freeing up departmental staff for other responsibilities and improving consistency and efficiency in processing.
- Continue, and potentially finish, participation in the CIC Google Book Search Project.
- Ramp up operations for deduplicating within the Oak Street collections, as well as across Library locations for both monographic and serial materials.
- Increase participation in the CIC Shared Print Repository.
- Complete PSED and LSD division transfers from central stacks to Oak Street.

II   Statistical Profile

1.   Facilities

CMS is not open to the public, though in August 2014 a Reading Room at the Oak Street Library Facility will begin public hours.

2.   Personnel

Mary Laskowski (Faculty) (100%)
Andrew Cougill (AP) (100%)
Jenny Maddox Abbott (AP) (100%)

Mickie Bailot (Senior Library Specialist) (100%)
Jose Bermudez (Library Specialist) (100%)
Alex Bragg (Library Specialist) (100%), beginning March 2014
Julie Bumpus (Library Specialist) (100%), beginning January 2014
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%), beginning February 2014
LaVonda Dorsey (Library Clerk) (100%), until October, 2013
Kara Hagen (Senior Library Specialist) (75%)
Nick Hagen (Senior Library Specialist) (100%)
Sarah Heald (Library Specialist) (50%), beginning June 2014
Renee Hough (Senior Library Specialist) (100%), until January 2014
Debbie Jones (Library Specialist) (100%)
Hyon Joo Kim (Senior Library Specialist) (100%), until June 2014
Scott Mann (Senior Library Specialist) (100%)

Ithamar Ritz (Senior Library Specialist) (100%)
Melanie Rusk (Senior Library Specialist) (100%)
Ginger Schutz (Library Specialist) (100%)
Ben Stone (Library Specialist) (100%)
Lisa Wells (Senior Library Specialist) (100%)
Gil Witte (Library Operations Associate) (100%)

The wage budgets for CMS and Content Access Management have been combined the last couple of years to provide greater flexibility in operations, as most of the hourly employees share similar skill sets and can then more easily shift from one project to the next. The combined state wages for CMS and CAM was $429,276. An additional $32,478 in unrestricted gift funds was allocated for various cataloging backlogs, and an additional $56,000 from Collection Digitization Initiatives in support of cataloging and digitizing the Library's historical "C" collection of college and university publications. These funds were used to hire both student employees and academic hourly employees, depending on the project tasks required. The combined weekly average of hourly employees for both units was 24 FTE, spread across both units and multiple projects as needed.

3. **User Services**

Desk Tracker statistics from Sweeps Week

Email: 10
- 8   (80%)   Email < 5 minutes
- 1   (10%)   Email 5-15 minutes
- 1   (10%)   Email 15-30 minutes
IM/Chat: 0
In Person: 1
- 1   (100%)   In Person 5-15 Minutes
OTRS: 18
- 2   (11%)   OTRS Processing <5 minutes
- 7   (39%)   OTRS Processing 5-15 minutes
- 5   (28%)   OTRS Processing 15-30 minutes
- 2   (11%)   OTRS Processing 30-60 minutes
- 2   (11%)   OTRS Processing 1-2 hours
Phone: 8
- 6   (75%)   Phone <5 Minutes
- 2   (25%)   Phone 5-15 Minutes

4.   **Other statistics (optional)**

Cataloging
- Bib Creation: 16,920
- Bib Modification: 18,382
- Holding Action: 86,400
- Item Creation: 55,099
- Item Modification: 659,871

- Total: 836,672

Media
Acquisitions
- DVD: 194-- $25,468.67
- Streaming: 38 -- $16,536.45
- Streaming w/DVD: 17 -- $10,909.52
- Total: 249 -- $52,914.64

Streaming Media
- Video owned: 1130
- Video accessed: 10,830
- Audio accessed: 4521
- Total accessed: 15,351

Reserves
- E-reserves accessed: 193,969
- E-reserve items: 26,463
- Physical reserves: 2,951
- Total reserves: 29,414

SIPX
- Readings: 425
- Enrollment: 3852
- Bought: 2029
- Spend: $8,609.54
- Est. Spend: $32,122.91
- % of Est.: 26.8%

Oak Street High Density Storage
Collection:
- Accessioned: 251,100
- Re-Acessioned: 445
- De-Accessioned: 1489
- Removed from OSLF: 1044
- Retrievals: 88,232
- Refiles: 36,551

Tours:
- Number of tours: 19
- Number of tour guests: 179

Preservation
- Boxes/Carts for Oak St: 1112 boxes; 151 A-frame carts; 163 book trucks
- Envelopes: 19,374
- Wraps: 662

- Ties: 686
- Boards: 165
- Tip-ins: 36
- Mending: 26
- Glues: 62
- Pockets: 34
- Total: 21,045

III Appendices (optional)

Project work completed by CMS in FY14

Project	# of Items Processed
C-Collection	**31,868**
Cataloged and transferred to Oak Street	20,678
Problems (items needing original cataloging before transferring to Oak)	8,637
Duplicates (discards not added to the collection)	2,553
PSED Monograph transfers to Oak Street	**24,001**
Grainger	**20,422**
Serials transferred to Oak Street	19,553
Duplicates withdrawn from the collection	869
Erlewine Astrology Gift Collection	**17,863**
Added to collection	13,889
Problems (items needing original cataloging before transferring to Oak)	3,974
Google Project transfers to Oak Street	**8,603**
Monographs from Stacks	7,988
Transfers from Classics	615
Undergraduate Library serial transfers	**6,394**
Transfers to Oak Street	4,201
Transfers to Stacks	827
Duplicates withdrawn	1,366
Main Stacks to Oak Street Transfers	**4,234**
Items flagged for Oak Street by subject specialists (yellow streamers)	1,637
Transfers of Folios from Stacks to Oak Street	315
Transfers of Architecture and Art materials in Main Stacks to Oak Street	1,131
Cataloging and transfer of Sub-Basement serials backlog	1,151
Clearing Room 1	**2,895**
Cataloging backlog of BEL microfiche	378
Cataloging microfilm and fiche	1,328
Cataloging LIS backlog	1,189
Slavic Language Backlog	**4,420**
Items searched for OCLC records	3,407
Items added to collection	822
Duplicates discarded	581
SSHEL	**2,645**
Monographic transfers to Oak Street	361

Curriculum collection cataloged for Oak Street	1,359
S-Collection searched for duplication	925
S-Collection added	380
Springer digitization project	**1,607**
Retrospective original cataloging projects and problems	**565**
Asian backlog	148
Cataloging cleanup for DCC digitization	316
Miscellaneous	101
Missouri Botanical Gift	**416**
Cataloged for Oak Street	297
Cataloged for Prairie Library	119
Cavagna notes added and transfer to Oak Street	**605**
Gift Program	**21,759**
Added to collection	4,871
Sent to Book Sale or Better World Books	10,215
Last Copy Program	**603**
Duplicates withdrawn from the collection	**4,362**
Total items handled by CMS in Main Library	**153,262**

Items transferred to Oak Street Library Facility by sending location

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Library Totals
ACES	123	153	28		7	10	321		2	10	7	74	735
Acquisitions	575	544	221	293	79	478	116	156	189	333	9	191	3184
Architecture & Art	54	36	18	52	7	25	33	16	27	33	44	132	477
Business & Economics	3				3								6
Cataloging	71	54	23	12	41	345	256	422	211	42	15	426	1918
Chemistry							7		1		2	33	43
Classics	258				303	519	515	1041	934	477	57	1182	5286
Communications	23	67	26	114	78	153	8	3	3	2		682	1159
Content Access management						2						87	89
Collection Management Services	19438	11478	4769	7998	3709	21137	4516	9170	5434	1223	6	42	88920
Conservation	21	23				70	19	2	2	2			139
Gov. Docs	39	52	15	14	87	77	47	88	12	9		87	527
Engineering	746	704	662	2	144	1430	2	1077	878	5597	5784	7924	24950
History, Philosophy, Newspaper	374	230	259	244	361	179	74	212	87	182	14	115	2331
International and Area Studies	25	21	18	37	8	204	2	40	8		3	81	447
Law	217	398	793	1233	1021	931	963	763	1253	736	233	589	9130
Literatures and Languages	14	22	1	66	22	10		5		12		28	180
Library and Information					3							1	4

Science													
Maps & Geo	132	116	96	119	37	33	52	57	18	18	8		686
Math										5			5
Music	248	373	279	437	394	360	81	69	221	501	1064	397	4424
Natural History	644	646	599	392	755	573	173	408	488	261	418	526	5883
Physics & Astronomy							1						1
Rare Book & Manuscript	69	66		69	90	2	103	103	235	11	46	132	926
Reference	13	13			12			17	19	8	31	5	118
Social Sciences, Health, Education	43	290	45	941	110	1301	297	610	444	593	320	1148	6142
Stacks	1113	336	171	462	612	1680	348	405	412	128	252	1355	7274
University Archives	10	21	6	71	145	29	7	10	43	15	97	54	508
Undergrad	1285	4930	3498	1642	1	6744	2530	2727	2077	1040	958	2318	29750
Uni High	1	14	17	82	158	608	153	525	557	536	432	64	3147
Vet Med	2	14		2	35	3	1	2	20	36	1		116
Totals	25541	20601	11544	14282	8222	36903	10625	17928	13575	11810	9801	17673	198505
Accessioned	26140	22522	12887	13696	11185	34570	14872	17285	13143	19712	22915	42195	
Fiscal Year Total	198505												
Fiscal Year Accession Total	251122												