

**Office of Collections**  
**ANNUAL REPORT, JULY 1, 2013 – JUNE 30, 2014**  
*Prepared by: Thomas H. Teper*

**I Unit Narrative**

---

The Office of Collections serves the University Library through the provision and coordination of collection-related administrative activities and services. This year marks the second full year in which all three of the AULs oversaw their current portfolios. The assumption for coordinating technical services operations required less work than anticipated as the Office of Collections already worked closely with many technical services operations on issues of collection development, collection management, operational policies, etc.... However, arrival of Dean Wilkin in August 2014 led to renewed discussions about reporting roles and responsibilities. Given the intensity of hiring activity in the University Library, efforts to build relationships have not ended with the AULs, as the Office of Collections has tried to build new relationships with many of the librarians and academic professionals that have joined us in the last year.

**I. Significant Accomplishments in FY14 (July 1, 2013 to June 30, 2014);**

- A. ***Significant Collection Development Activities*** – Opportunities for making significant acquisitions were plentiful in FY14. Conservative fiscal management, a desire to address identified priorities, and opportunity presented me with the ability to make significant investments during that time. They included:
- a. **RBML Acquisitions** – Working with the former University Librarian to identify resources from the Library’s materials allocations, Library cash reserves, the University and from the campus to acquire the Gwendolyn Brooks papers. The Office of Collections identified \$250,000 additional dollars to support primary resource acquisitions, including many notable rare books and the papers of D.H. Melhem. Additionally, I worked with several new subject specialists, encouraging them to work on developing new partnerships with the RBML that would help the Library to acquire additional, new primary source materials.
  - b. **Adam Matthew Publishers** – Following the Library’s significant acquisition of resources from Adam Matthews Publishers in FY13, the CIC executed a similar agreement for member institutions that provided the opportunity for the University Library to buy into other acquisitions. We did this, finding supplemental resources that, when partnered with the CIC’s funding provide this campus with access to *American Consumer Culture: Market Research and American Business, 1935-1965; Apartheid South Africa: Section I: 1948-1966, Section II: 1967-1975, Section III: 1976-1980; First World War: Visual Perspectives and Narratives: Sources from the Imperial War Museum The Gilder Lehrman Collection on American History: Revolutionary and Antebellum America; and Mass Observation IV: Final update.*
  - c. **Gale Publishing** – I worked with Harriett Green to acquire *Punch* using endowment funds allocated for supporting English.
  - d. **Alexander Street Press** – Building on the high demonstrated use of the ASP Video products, we:
    - i. Took advantage of a CARLI offer that allowed UIUC to choose several resources to acquire access to Asian Film in Video I & II and Ethnographic Video Online III.

- ii. Worked throughout the year on an acquisition that marshalled the resources of multiple subject funds to acquire: *Meet the Press*, *Engineering Case Studies in Video*, *Environmental Studies in Video*, *Sports Medicine and Exercise in Video*, and *Anthropology Online*.
  - iii. Executed an end-of-year acquisition of: *Business Education in Video*; *Dance in Video, Vol II*; *Education in Video, Vol. II*; *Fashion Studies Online*, *Filmakers Library Online, Vol. II & III*; *International Business Management Online*; *Psychology Experiments Online*; and *World Newsreels Online*.
  - e. Area Studies Resources – Using resources allocated to my office and working with subject specialists, the University Library was able to acquire Alexander Street Press' *Black Studies in Video* and Readex's *Caribbean Newspapers, Series I*, make a significant acquisition of scarcely held North Korean materials, and provide coverage that enabled to Asian funds (Chinese, Japanese, and Korean) to be split and reconciled as individual funds from this point forward.
  - f. Worked with personnel in SSHEL and Advancement to complete the acquisition of the Heart Center Astrology Collection.
  - g. Miscellaneous e-resource Acquisitions/Partnerships -Over the course of the year, the University Library partnered with the Office of the Vice Chancellor for Institutional Advancement to acquire the *Foundation Directory Online* (starting in FY14) and with the Dean of Students Office to acquire the *New York Times Online* (starting in FY15).
  - h. Other End of Year Acquisitions – Sage, Wiley, and Taylor and Francis backfiles.
- B. Supporting New Collecting Initiatives** – As our library continues emphasizing its service orientation, the resources that we acquire and the suite of acquisition mechanisms used need to respond to changing expectations. Success means that we need to experiment and provide room for those experiments to evolve. Funding for demand driven acquisition programs continued to be made available. The pilot resources for the Data Services Working Group to acquire small data sets has been made a regular allocation. And, the Office of Collections made an acquisition using end of year funds to support the acquisition of online tools to support the Library's information literacy efforts.
- C. Collection Analysis and Assessment Activities** – The hiring of Esra Coskun this year allowed the Office of Collections to make some significant progress on several long-neglected activities. As we closed, FY14, the last year witnessed several changes, including:
- a. Aggregating Information about E-resources – This year witnessed the Library's first foray into centrally gathering all administrative information for e-resources. Building this documentation will be an ongoing effort, but is has already impacted operations in the Office of Collections and in Acquisitions in positive ways.
  - b. Statistical Reporting – Building on the effort to gather e-resource information, the Office of Collections and the Library Assessment Program began offering a regular process for requesting and providing statistics to our subject specialists about usage for e-resources. This will be further refined as the Library implements a third-party aggregation tool in FY15.
  - c. Library Branding of E-resources – Using the administrative data gathered above, the Office of Collections has embarked on a process of branding all e-resources that we license in order to ensure that users can see that they are being provided by the University Library in support of their research and scholarship.

- D. **Access to Collections** – Working with personnel in CAM, IPM, and various special collections units, the Office of Collections facilitated efforts to reduce our backlogs and improve the management of our collections during the year:
- Continued to work toward eliminating backlogs materials in Arabic, Persian, Chinese, Korean, Japanese, etc.....
  - Worked with Jenny Johnson (former Spec. Coll. Div. Coordinator) to continue and wrap up a project initiated in 2010 aimed at processing backlogged map collection sets and relocating them to Oak St.
- E. **Digitization of Collections** – Worked with personnel from CMS, Preservation and Conservation, and DCC to develop and implement a waterfall workflow for items previously rejected by Google’s digitization effort and to reinstate Google digitization for new content from our collections. This included establishing a waterfall workflow for that content as well.
- F. **Stewardship of Gifts and Endowments** – Worked with personnel in the Library Business Office and Advancement to develop annual notifications of fund balances to all fund managers for gift and endowment funds.

## II. Major challenges faced by the unit during FY13;

Personnel changes and vacancies within the organization continue to impact operations in some areas and impact the Library’s ability to move forward on some activities.

## III. Significant changes to unit operations, personnel, service profile, or service programs during FY2013

The only significant change to the Office of Collections was the addition Esra Coskun as the Collections Analysis and Planning Specialist, a 50% appointment in the office, and the first time that many of her duties have been handled by personnel above graduate assistants in many years.

## IV. Contributions to Library-wide programs

- A. **Searches and Hiring** – Over the last year, members of the Office of Collections have been intimately engaged in the hiring process, working closely with Beth Woodard and Donna Hoffman on the Library’s hiring efforts in 2013 - 2014. During this time, the Library successfully completed negotiations with approximately sixteen academic professionals or faculty members. The AUL for Collections has chaired one search, coordinated recommendations to EC for search committee membership, maintained almost daily contact with Library HR on the many open searches, implemented a monthly update of the status of open and approved searches, sought to continue improvements to communications with supervisors, Library IT, and Library Facilities about new appointments, and sought to maintain communications with many of the candidates as they transitioned into their new positions in the University Library.
- B. **Budget Planning, Human Resource Planning, and Strategic Planning** – I collaborated with the other AULs, members of the Budget Group, and the Executive Committee on multiple critical planning processes throughout FY2014, including the preparation of the annual report and budget

request to the Office of the Provost (spring 2014) and recent reviews of the Library's hiring plan and salary program (summer 2014).

- C. **Library Facilities** – Over the past year, I have been engaged in several facilities projects, including the SSHEL implementation, the planning and removal of the Card Catalog, and discussions associated with the TSD Reconfigurations (Preservation, CAM/CMS reorganization).
- D. **Co-Chairing CAPT** – In FY2014, Beth Sandore and I continued leading CAPT, supporting the implementation team for Primo as it wound down those efforts and initiating the Library's move from a locally hosted instance of SFX to one supported by CARLI,
- E. **Collection Management** – During FY2014, I worked closely with Mary Laskowski, Cherie Weible, and Michael Norman as we continued to improve and systematize the management of materials in the Main Stacks and completed the relocation of materials from the Asian Collection to remote storage in order to facilitate the integration of those two separate LC runs. Additionally, we engaged in programs to begin identifying materials for possible deduplication against the CIC Shared Print Repository. No systematic deduplication has been initiated at this time as the working group is largely engaged in the Google digitization efforts.
- F. **Service to the CIC and Other Bodies** – In addition to my normal position as a member of the CDO/ERO group, my service to the CIC in FY2014 included serving as a member of the Shared Print Repository Collections Committee. The HathiTrust has also asked that I chair its Print Monograph Archive Working Group. This effort is seeking to define the operational model for a distributed print archive of monographic literature.

**V. Progress made on Unit Annual Goals for FY14 (as enumerated in the FY13 Unit Annual Report);**

- A. Significant Individual Goals:
  - a. **New Personnel** – Complete. New personnel in Office of Collections brought into processes, worked to support work of new subject specialists and APs when possible, and worked to support the activities of the Dean of Libraries.
  - b. **E-Resources Access Documentation** – Completed.
  - c. **E-Resource Statistics** – Initial efforts completed with additional reporting features awaiting new third-party system.
  - d. **Endowed Fund Reports/Training** – Completed. Initial reporting of fund balances completed and initial walk-through sessions held.
  - e. **Significant Acquisition** – Detailed above.
  - f. **Retool Office of Collections Website** – Not started – awaiting new CMS.
- B. Significant Collaborative Goals
  - a. **Title Changes Process** – Essentially on hiatus with four left outstanding.
  - b. **Collections Assessment** – Started with initial stats process. More forthcoming.
  - c. **CIC Activities** –
    - i. **Collection Developing Modeling** – I have contributed to this with colleagues from Illinois, but it is essentially stalled out in the CIC offices.
    - ii. **CIC SPR** – I have contributed to execution of CIC Shared Print Repository and initial

steps toward local implementation

- iii. Begin exploring new collections initiative – no significant progress this year.
- d. **Technical Services Collaborative** – I initially represented UIUC with Paula Kaufman in these discussions. Mary Laskowski is currently working on this.
- e. **Collection Management** – I feel as though the Office of Collections has advanced efforts to improve management of physical collections in Oak St and the Stacks. Deduplication efforts for holdings against the CIC's SPR are essentially on hold until Google projects are sufficiently completed.

## VI. Unit Annual Goals for FY15.

- A. **Personnel** – Continue to improve process for searches, and continue my efforts to build relationships with and support for new librarians.
- B. **Unit Operations** – Continue developing the Office of Collections and Technical Services as an administrative entity through ongoing investment in relationships between the Office and heads of affiliated units. Continued engagement in projects (Google and waterfall digitization efforts, deduplication, etc...) as well as regular communications shall be the primary modes by which these relationships are strengthened and refined until such time that broader organizational operations are rethought.
- C. **E-Resource Statistics** – Continue development of improved e-resource usage statistics.
- D. **Endowed Fund Reports/Training** – Continue work on improving communications around endowed fund management with particular emphasis on new fund managers.
- E. **Significant Acquisition** – Support and engage in negotiations with vendor about significant acquisitions, and promote opportunities for engagement in further acquisition of primary source materials.
- F. **Retool Office of Collections and Technical Services Website** – pending availability of new CMS.
- G. **Research** – Continue personal/unit engagement in multiple research projects in the coming year.

## II. Significant Collaborative Goals (Selective)

- A. **Personnel** – Continue supporting efforts by the Library to improve the success of our recruitment efforts.
- B. **Title Changes Process** – Complete execution of EC approved title changes with representatives from EC, Library HR, and the Library's Administration
- C. **Raise Profile of Primary Sources in the Area Studies** – Initiate collaborative work between the IAS and the International and Area Studies Library to re-engage subject specialists in primary sources located within Special Collections units, especially those in the University Archives.
- D. **Collection Development/Policy Issues** – Initiate examination of the Library's ebook acquisition strategy through CDC.
- E. **Collection Management** – Continue moving forward on Library-centered efforts to rationalize the management of our print collections. Begin process of preparing for deduplication against CIC SPR as resources permit.
- F. **CIC Activities** –
  - a. Collection Developing Modeling – Continue participation in this effort if CIC offices

determine that they will continue said efforts.

- b. CIC SPR – Contribute to execution of CIC Shared Print Repository and local implementation
  - c. Begin exploring opportunities to advance new collections initiatives
- G. **Google/Waterfall Digitization Efforts** – Continue efforts to successfully complete the Library’s contributions toward broader efforts to digitize monographic literature.

## **II Statistical Profile**

---

### **1. Facilities**

- User seating counts – N/A
- Number of hours open to the public per week – ca. 47.5

### **2. Personnel**

- Thomas H. Teper, Associate University Librarian for Collections and Technical Services, and Associate Dean of Libraries (1.0 FTE)
- Esra Coskun, Collections Analysis and Planning Specialist (0.5 FTE)

Student Wage Allocation = \$0.00

### **3. User Services**

N/A

### **4. Other statistics (optional)**

N/A

## **III Appendices (optional)**

---

N/A