

Office of Collections
ANNUAL REPORT, JULY 1, 2014 – JUNE 30, 2015
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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 first year of operations under the new organizational model. While the Office of Collections already worked closely with many technical services operations on issues of acquisitions, collection development, collection management, operational policies, etc..., the implementation of more formalized reporting roles and responsibilities has changed these relationships slightly. Given the intensity of continued 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 FY15 (July 1, 2014 to June 30, 2015);

- A. **Significant Collection Development Activities** – Opportunities for making significant acquisitions were plentiful in FY15. 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** – The Office of Collections provided support for the RBML to acquire approximately \$250,000 in rare books and other primary resource acquisitions, including many notable books by H.G. Well, Sandburg, and others
 - b. **Adam Matthew Publishers** – Following the Library’s significant acquisition of resources from Adam Matthews Publishers in FY13 and FY14, the CIC executed a similar agreement for member institutions that provided the opportunity for the University Library to buy into other acquisitions in FY15. We did this, finding supplemental resources that, when partnered with the CIC’s funding provide this campus with access to *African American Communities; American History, 1493 – 1945 (Module II); Church Missionary Society Periodicals, Module I; Colonial America, Module I; Migration to New Worlds, Module I; and Popular Medicine in America, 19800 – 1900.*
 - c. **Gale Publishing** – I worked with multiple subject specialists and acquisitions personnel to execute what will likely be the last significant acquisition of archival content from Gale Publishers for the immediate future. Acquisitions included: *The Independent, 1986 – 2002; British Newspapers IV, 1785 – 1920; 17th and 18th Century Burney Collection of UK Newspapers; Associated Press, Modules 1 – 3; Chatham House Online II, 1979 – 2008; World Scholar Historical Archive, Latin America; Brazilian and Portuguese History and Culture: The Oliveira Lima Library; Smithsonian 1 – 2; Smithsonian Magazine, 1970 – 2010; Air & Space Magazine, 1986 – 2010, Nineteenth Century Collections Online, Parts 9 – 12; Middle East, Series I: Arab-Israeli Relations, 1917-1970; Middle East, Series II: Iraq, 1914-1974; Foreign Relations between Latin America and the Caribbean States, 1930-1944.*
 - d. **Alexander Street Press** – Building on the high demonstrated use of the ASP Video products, we took advantage of a CIC Offer to acquire two additional titles that we had not yet acquired.

- e. **Springer Ebook Backfiles** – Worked with a combination of contributed subject funding and end of year funding to acquire multiple modules of the Springer ebook backfiles, including: Behavioral Sciences, Biomedicine and the Life Sciences, Computer Science, Mathematics and Statistics, Medicine, and Physics.
 - f. **Wiley Online Books** – Centrally funded an offer from Wiley to acquire 3,800 books from its backfile collection.
- 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, with end of year funding being used to support FY16 pilots with JSTOR and Project Muse Ebook programs, as well as the Kanopy pilot announced via email in early FY16.
- 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, FY15, the last year witnessed several changes, including:
- a. **Aggregating Information about E-resources** – This year the Library completed gathering much of the administrative information for e-resources. Building this documentation will be an ongoing effort, but it has already impacted operations in the Office of Collections and in Acquisitions in positive ways.
 - b. **Statistical Reporting** – During FY14, 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. As we wrapped up FY15, the Library completed implementation of a third-party aggregation tool for e-resources usage stats.
 - c. **Library Branding of E-resources** – Using the administrative data gathered above, the Office of Collections completed the 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, CMS, 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 of materials in Arabic, Persian, Chinese, Korean, Japanese, etc.....
 - Provided resources for Chris Prom to begin a project focused on Processing, Acquiring and Preserving Born-Digital and Digitized Content
 - Provided hourly wages to RBML to support the processing needs of the Gwendolyn Brooks Collection.
- E. Digitization of Collections** – Worked with personnel from CMS, Preservation and Conservation, CAM, and DCC on several digitization efforts, including:
- a. Continuing our efforts to digitize materials identified by Google. The process involved both items contributed to Google and items rejected by Google due to condition, format, etc.... Efforts included working with the Secretary of State's Office (via the Illinois State Library) to secure rights clearances for any Illinois government publications to be considered open

access publications and securing funding from the Library's materials allocation to cover all costs for Internet Archive digitization.

- b. Completing the digitization of University of Illinois at Urbana-Champaign dissertations previously microfilmed by ProQuest. These are in the process of being uploaded to IDEALS.
- c. Completing a grant application (with Kyle Rimkus as lead) to the Illinois State Library to digitize Illinois' newspapers previously microfilmed by the Illinois Newspaper Project.

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 FY15;

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 FY2015

The most significant change to the Office of Collections and Technical Services operations centered on developing new relationships in light of the library's recent organizational realignment. While there are gaps in coverage created by vacancies in some units, the bigger challenges center on working to build a team among the leadership group and not letting that shifting model negatively interfere with existing relationships. In addition, the Office of Collections and the leadership within CAM have worked extensively over the last year to refine the organizational model for that unit, seeking to invest in its junior faculty members and academic professionals a greater level of middle-management responsibility for distinct aspects of the unit's operations.

IV. Contributions to Library-wide programs

- A. *Organizational Restructuring*** – During the last fiscal year, the AUL for Collections and Technical Services worked closely with members of the Library's Cabinet to develop and begin implementing a new administrative structure for the organization. In addition to many discussions among the administrative group, this effort has led to significant discussions about the organization of our work at other levels – with unit heads, among subject specialists, and among the individuals that report up to the units impacted.
- B. *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 2014 - 2015. During this time, the AUL for Collections and Technical Services successfully completed negotiations for over twenty academic professionals or faculty members. The AUL for Collections and Technical Services chaired one search, coordinated recommendations to EC for search committee membership, maintained regular contact with Library HR on the many open searches, completed monthly updates 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. In addition, he worked closely with other departments and individuals in the Provost's Office on multiple spousal hires, multiple retention cases, and other associated work.

- C. **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 FY2015, including the preparation of the annual report and budget request to the Office of the Provost (spring 2015). Additionally, The AUL for Collections and Technical Services collaborated with unit heads in the Technical Services Division to identify possible cuts for the library's 1, 3, and 5% scenarios.
 - D. **Library Facilities** – Over the past year, I have been engaged in multiple facilities projects, including shelving for the third module of Oak St, planning for the CAM relocation to Room 1 of the Main Library, and, in a limited way, the Hort Field Lab HVAC project.
 - E. **Co-Chairing CAPT** – In FY2015, leadership for CAPT transitioned from Beth Namachchivaya and I to Tom Habing and Tom Teper. Shortly after this transition took place, we initiated an effort at EC's request to begin reorganizing CAPT.
 - F. **Collection Management** – During FY2015, I worked closely with Mary Laskowski, Jenny Maddox Abbot, Cherie Weible, and Michael Norman on multiple collection management projects.
 - a. **PSED and LSD** – I secured agreement on set criteria for PSED and LSD materials in the Main Stacks. Following that agreement, CMS transferred monographs meeting the criteria of the Physical Sciences and Engineering Division (PSED) out of the Main Stacks to Oak Street this year (2,121 items), as well as all monographs that met the Life Sciences Division (LSD) criteria (33,347 items). Now that all monographs are complete for these divisions, CMS will transfer the serials identified by both divisions next year.
 - b. **CIC SPR** - Additionally, we identified approximately 44,000 items for contribution to the CIC's Shared Print Repository, secured permission to take those items from unit heads, and began processing the transfers. We have also identified approximately 150,000 volumes for 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.
 - G. **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 FY2015 included serving as a member of the Shared Print Repository Collections Committee. During FY15, I chaired the HathiTrust's Print Monograph Archive Working Group. This effort concluded in the spring of 2015 with a report that has been accepted by the Program Steering Committee. Efforts are currently underway within the HathiTrust organization to being developing the recommended program.
- V. **Progress made on Unit Annual Goals for FY15 (as enumerated in the FY14 Unit Annual Report);**
- A. Significant Individual Goals:
 - a. **Personnel** –Continued to work on improving process for searches and efforts to build relationships with new librarians.

- b. **Unit Operations** – Continued to build coherence of the Office of Collections and Technical Services and affiliated units, encouraged, in part, by the requirements of model budget cuts for FY16.
- c. **E-Resource Statistics** – Third party system implemented, and initial efforts completed toward providing subject specialists with better data for resources on their subject funds in preparation for FY17.
- 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.
- g. **Research** – Continued engagement by unit personnel in submitting and receiving acceptances for two papers, multiple presentations, and one task force report.

B. Significant Collaborative Goals

- a. **Personnel** – Continued supporting library’s recruiting efforts through administrative work and service on search committees.
- b. **Title Change Process** – Title changes effectively ceased during the last reporting period.
- c. **Raise Profile of Primary Resources in Area Studies** – Engaged in several conversations with Area Studies and University Archives personnel around this. Work eventually determined to be low priority. Efforts to support primary source acquisitions in Area Studies continued apace.
- d. **Collection Development/Policy Issues** – Ebook policy not developed, but significant progress made on revising Library’s policy for charging for reproductions and use of digitized materials. Completion anticipated for FY16.
- e. **Collection management** – continued progress on rationalizing management of print collections. Contributions to CIC SPR reach approximately 25% of commitment by end of FY15.
- f. **CIC Activities** –
 - i. CIC SPR – See above.
 - ii. Collection Modeling – Project abandoned by CIC.
 - iii. Exploring Opportunities for Collaboration – Limited progress at this point on cooperative acquisition, but interest (limited) in discussing last copy initiative.
- g. **Google/Waterfall Digitization Efforts** – Significant progress as detailed in report above.

VI. Unit Annual Goals for FY16.

- 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, working with CAM on its own internal reorganization, and with collective of units on preparing for FY17 budget process.
- C. **E-Resource Statistics** – Continue development of improved e-resource usage statistics and provision of data necessary to support subject specialists in planning for FY17 materials allocation.
- D. **CAPT Reorganization** – Continue with AD for IT on reorganizing the work of CAPT and associated working groups as detailed in plan currently under discussion.
- 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 Library’s recruiting and retention efforts in the coming year.
- B.
- C. **Collection Development/Policy Issues** – Initiate examination of several activities through pilot projects, including ebook acquisitions and streaming media via Acquisitions unit.
- D. **Unit Service Programs** - Examine e-reserves and physical reserves services in preparation for FY17 budgeting. Support Oak St. public service location.
- E. **Collection Management** – Continue moving forward on Library-centered efforts to rationalize the management of our print collections. Complete process of contributing to CIC SPR, , examine possibility for deduplication against CIC SPR, elimination of government documents backlog, etc....
- F. **CIC Activities** –
 - a. CIC SPR – Contribute to execution of CIC Shared Print Repository and local implementation
 - b. Continue efforts to support 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