

ACQUISITIONS UNIT ANNUAL REPORT-

July 1 2011-June 30 2012

UNIT NARRATIVE

- 1) identify any significant changes to unit operations, personnel, service profile or program;
- **STAFF CHANGES:** Lynn Wiley was on sabbatical from May 2011 until March 2012 (delayed return due to medical leave). Wendy Shelburne covered the unit during Lynn's absence but also covered not only her regular job but also the gap left in SFX and EZProxy updates as well as troubleshooting eresource access left when Sharif Islam took another position. Beth Trotter assisted in covering personnel issues and all staff did their best during a year of record orders and expenditures. Wendy's work was much appreciated as thanks to her efforts, access to the huge array of online resources we offer was maintained with many more titles, archives and collections added in FY2012
 - **ORR transition:** With Primo looming it was past time to retire ORR, CAPT convened a new group to identify issues and plan for redirects for links and alerts to web page owners of changes needed. Wendy worked on all of these as well as a solution to subject access for databases
 - **Large scale acquisitions and NSM funds for material:** We spent a record amount in FY2012 with funds available to further strategic initiatives adding premier online resources. Archives, primary research collections, ebook packages and reference titles were all added to enrich the user research experience. The Eresources librarian worked with vendors and bibliographers to identify, negotiate and complete the paperwork required to conclude the purchases

Goals set in 2012 and their status:

Overall the goal is to purchase materials for the Library Collections as efficiently as possible while adhering to campus and state guidelines cost effectively and with the best turnaround for access by users.

- Manage during sabbatical!: Wendy did an amazing job assisted by Beth, Stephanie and many from Acquisitions
- ORR transition: going well and due for completion in late Summer 2012
- Datasets: assisted with trial program to purchase small sets of data
- Hire Systems Programmer for SFX work to replace Sharif Islam: Ya'qov Ziso hired Spring 2012
- Complete LABO nonfiction cataloging work: GA completed detailing the workflow processes, working to hire staff to carry on this work
- Upgrade positions as needed: audits underway, job descriptions updated
- Request new positions as appropriate: submitted requests to Budget Group
- Complete virtual book plate project: over 19,000 records updated, new title work process outlined and being implemented, plans to showcase this work with Office of Advancement underway
- Work with IAS on CJK cataloging and transition all acquisitions and serials to central acquisitions: held meeting, outlined transition, have ongoing communication plan
- Address gap with Voyager sysadmin work: this was a new goal added with retirement of Peggy Steele a new team was configured to handle this work with embers representing the functions needed
- Implement new Local PDA program to overlap with approval slips: done and results being tabulated and being continued as funds are available

- Work with CARLI on new joint PDA program: done and ongoing with circulation figures now available on use per purchase and with titles being added to the UIUC collection
- Assess and Add new vendors to ebook choices for title by title purchase: completing paperwork to add EBSCO e books
- Add comprehensive book awards package to YBP: new goal for 2013 implementation, reviewed options in 2012
- Add additional staff from 220 for exceptional DDC and new book copy cataloging: Diana Long transferred in 2012

New items added to year goals:

Sharif Islam left leaving a gap in SFX management and EZProxy work : needed to redescribe position and complete process to request rehire

OCLC RFP 2011: L Wiley named to Statewide bid process included a review of evaluation requirements, solicitation of bids, and review of bids and selection of best vendor. Process concluded 2012 with OCLC named and fees assessed greatly decreased.

2)articulate how the unit or its staff contributed to Library-wide programs, including information services, instructional services, scholarly communications, assessment, collection maintenance and development, digital content creation, bibliographic control, staff training and development, and public engagement;

Staff training and development:

- Held forums for staff and faculty on SB51
- Ebook Ordering title by title forum offered
- Gave a report on both the CARLI and the ebook PDA projects
- Orientation and training provided for new fund managers to the acquisitions process.
- GBI documentation updated
- Sent staff to CARLI acquisitions and or serials training and to appropriate Library wide training.

Assessment

Fund reports managed and run weekly through Acquisitions,
Approval allocation balances run weekly in Acquisitions
Wendy works with AULS to supply data on eresource purchases

Bibliographic Control

Cataloging statistics indicate that Acquisitions added over 65,000 bibliographic records to Voyager and updated over 40,000 more during FY2012. The unit continues to buy records for German, Spanish, and Italian and added Eastview Slavic approval books as well as the Aux Amateurs French books this past year covering about 6,000 items acquired. All YPB are promptcat with a portion full shelf ready as 2011. The unit is adding short records for all LABO books for Oak St transfer as well as for all Slavic blanket orders making it possible to request these books even while they are in process.

Public Engagement

Completed backlog of donors notes to records purchased with endowed funds and sending those to Advancement staff (and will update staff there on progress made in Summer 2012)
UIUC work with CARLI on I-Share PDA part of CARLI announcements

Collection Maintenance and Development

All acquisitions work contributes to Collection Development.

Two new efforts added to that work with the implementation of the two new Patron driven programs. A local program overlaps with the approval profiles giving users access to order option for newly published titles that may also be under review by a bibliographer. Funds in this program supplement the approval plan purchases. A parallel CARLI program loads records not yet bought by any-Share library into the central catalog for users to request and the request is then sent on to UIUC for fulfillment. UOUC has bought over 300 books since the program began in Feb 2012. Both programs provided an opportunity to learn more about users' needs and how to expedite access to content

The Unit did the regular work of ordering, receiving, processing, checking in, cataloging, delivering, record maintenance, troubleshooting and invoice prepping for the almost 80,000 items that passed through rm. 12.

The Eresources Librarian handled the many thousand of items that are intangible, i.e. Eresources but that nonetheless require orders, record maintenance, troubleshooting and payment. She also negotiated licenses and processed many contracts required for these purchases.

Articulate goals set for the unit for FY2013 (July 1, 2012 – June 30, 2013).

Work with Advancement on their web pages for virtual book plating
Hold forums for book plating
Continue both PDA programs
Hold Forum on PDA results
Hold serial workshop for checkin and for binding module
Hire for any new positions approved (Slavic copy and LABO copy catalogers)
Complete serial RFP as EBSCO expires 2013
Explore ways to highlight acquisitions purchases
Work with Wendy and with Public Services on FAQ on Eresources
Work with staff on customer service and on learning user perspective to best trouble shoot problems
Do more Outreach for better idea of what is needed from acquisitions
Explore additional record outsourcing with OCLC
Redo GOBI profiles offer updates on YBP
Add comprehensive book awards package to YBP
Work with PRIMO team to anticipate training and workflow changes for Primo implementation
Work with Advancement on their web pages for virtual book plating
Continue Work with IAS on CJK cataloging and transition all acquisitions and serials to central acquisitions
Explore options for SFX hosting
Continue work to acquire receive activate and approve payment for all materials acquired for library collection in 2013

For units employing Graduate Assistants (GAs), the Unit Narrative should also include the following: the number of GAs (FTE and Head Count) employed during the fiscal year;

Unit did not request an Acquisitions GA due to sabbatical plans so still do not have one.

Unit head was able to secure funding for a one time GA position to work on Spanish cataloging Will Hollerich began in May 2011.

Grad hourly positions for the 2102 year include: Rosemary Trippe, Marta Siuba and Romyana Hristova

The funding source for unit GAs (e.g., state funds, grant funds, endowment):

UL unrestricted funds for Will Hollerich Academic Hourly pool

II STATISTICAL PROFILE

1. Facilities

The following data should be provided by the unit:

Total user seating (if applicable) NOT APPLICABLE

2. Personnel

Units should provide data on all faculty, academic professionals, civil service staff, and Graduate Assistants assigned to the unit during FY12 (FTE and head count). Data should be provided both on filled positions (permanent or temporary) and on positions that are temporarily vacant. Include cost recovery positions and staff hired for special projects and grants, but provide an explanatory footnote indicating the number of such staff. Units should provide data on student wage budget and Student Assistant FTE.

For faculty, staff, and GAs, please note position type, assignments of time under 100%, and assignments that do not span the entire review period in parentheses after name, e.g.:

Lynn Wiley	(Faculty)	(100%) Began long postponed sabbatical May 2011- March 2012
Wendy Shelburne	(Faculty)	(100%) In E Resources
Stephanie Baker	(AP)	(49%)
Kit Condill	(AP)	(100%) moved to ACQ in 2011 (IAS staff but works in rm 12)

Beth Trotter LOA 100%

All staff 100% except where noted

Mary Anderson	Library Specialist
Naza Agassi	Senior Specialist transferred to Acquisitions from Slavic Spring 2009
Silda Andrick	Library Specialist transferred to Acquisitions from LACS Spring 2009
Manisha Bhagwat	Library Specialist retired Spring 2012
Susanne Birgeron	Senior Specialist
Joyce Catching	Senior Specialist
Katie Clayton	Library Specialist
Naomi Crow	Library Specialist
Jessica Denhart	Library Specialist transferred to Acquisitions from CAM 2010 upgraded 2011
Katei Dorsey	Library Specialist
Lisa Fielder	Senior Specialist
Willa Harper	Senior Specialist: Retired end of 2012 year
Lea Howard	Senior Specialist upgraded 2011 Transferred to Acq 2010
Jaelyn Jefferson	Account Technician began assisting LBO with invoices 2010
Diana Long	Senior Specialist Transferred to Acq Summer 2012
Linda Morris	Library Specialist
Diane Pye	Senior Specialist transferred to Acquisitions from CAM Fall 2010
Faraba Parish	Senior Specialist
Tonya Webb	Senior Specialist

Academic Hourly part time temporary staff

Tammie Redenbaugh

Samantha Millsap (left 2012)

Nelly Matova

Nada Sweid

Alyssa Briggs replaced by Rosemary Trippe

Rumyana Hristova hired to replace Slavic GA (funding ended) Rummy left 2012 replaced by Mirella Bajric

Student Wages

Used these wages for serial checkin, marking books, stacks binding, clerical duties (filing, shelving, sorting)

3. User Services

The following data will be provided by the Office of Services for individual Library units, as well as Library-wide:

Gate Count and/or Head Count NOT APPLICABLE

Circulation NOT APPLICABLE

Number of presentations to groups with Number of participants in group

One EBook forum	15
GOBI ebooks: 1 sessions	15
Voyager Acquisitions training	10
When Eresources go bad	10
PDA forum	10

Number of students enrolled in independent studies or practicum experiences supervised by unit faculty or staff (provide course details)

N/A

Credit course rubric and name taught by unit faculty or staff and number of students enrolled in each (provide course details)

N/A

Appendix I-Statistics

Acquisitions

FY 2011 to FY2012 Comparison

	<u>2012</u>	<u>2011</u>
Monographic Firm Orders	15,023	17,316
New Serial Orders	122	267
Approval Receipts:		
Domestic:	13,032	13,681
Foreign : European/ Latin American/Slavic	14,307	12,385
MISC Approval:		
LC Field Offices, Scores, Art approvals, other misc.	3,796	3,456
GIFTS processed through Acq	75	122
Subtotal approval/misc receipts	31,210	29,644
Total new titles (add in firm orders)	46,500	46,960
Serial issues (Check-)in	31,584	30,245
Now includes all of Slavic issues		
Items handled	77,742	77,205
Monographic Cancellations	603	798
Serial Cancellations	135	212

These statistics do not include the ebooks added as part of packages which number in the thousands