Acquisitions and Cataloging Services (ACS)
2019 Annual Report
(July 1, 2018– June 30, 2019)

Submitted by
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I   Unit Narrative

Acquisitions and Cataloging Services (ACS) is a newly formed unit as of January 2019, combining two pre-existing units, Acquisitions and Content and Access Management, following the position change of the Head of Content and Access Management in August 2018 and the retirement of the Head of Acquisitions in December 2018. The decision was made to streamline workflows between the two units, from acquisitions to cataloging, to help ultimately improve user services and begin cross-training staff to expand their expertise. During FY2019, the unit worked hard to establish new workflows and provide training to support those workflows and related tasks.

The ACS Unit oversees acquisitions and cataloging of library collections in all formats and languages. We keep the collections vital and current by licensing, purchasing, describing, and organizing the content to ensure discovery of and access to Library resources by our users.

Major activities and accomplishments

1.   Providing Access to Library Collections
ACS is responsible for providing user access to all library collections through acquiring, licensing, creating, and maintaining catalog records at all levels – descriptive, holdings, and item records. The major work we have accomplished FY2019 include:

Acquisitions

During FY2019, ACS performed all ordering functions to manage over 400 funds with total expenditures of $19.9 million. Since this is the first fiscal year close with a new Director of Acquisitions, George Gottschalk, who has been in the position for six months, there were a lot of collaboration and support within the Office of Collections and with the E-Resources Librarian that made possible a successful fiscal year close. FY2019 was also the first year to move into a mediated streaming media model, which presented challenges in educating and working with instructors across campus, a challenge shared by libraries across the country as the primary vendor at this time, Kanopy, made significant changes in its operating model. However, Illinois was one of the first and most proactive libraries in responding to this challenge, and other libraries throughout the year consulted with us as they moved to a mediated model.
The unit began initial work in 2019 to prepare for the upcoming Alma migration, a significant focus of the coming year. Purchasing efficiencies have already seen improvements from the reorganizing of ACS staff to match unit employees in better alignment with supervisors who are able to provide the expertise to cultivate their skills. For example, aligning reporting lines so catalogers are directly

reporting to supervisors who are cataloging experts has afforded the opportunity for purchasing staff to receive more direct attention and development. Lastly, ACS continues to reap the benefits of stellar subject specialists who have been exemplary in working collaboratively with ACS to enhance service to the Library's patron constituencies.

Licensing and Purchasing of Electronic Resources

Electronic Resources continued on its normal wayward course this year with many purchases of new electronic resources with the most curious coming in the form of resources needed for the new Carle College of Medicine. Purchasing medical resources has added an additional layer of complexity to e-resources acquisitions in that they are licensed in different ways compared to "regular" electronic resources, and med school begins July 1 (as opposed to the end of August), creating issues around a new and old fiscal year. Thankfully FY2019 was a year without any significant changes involving the procurement code or licensing other than a change of contact in Purchasing. With the library exemption still in place procuring resources is happening relatively smoothly and sometimes even quickly. All who work with electronic resources continue to assist both user and librarians with troubleshooting issues.

Creating and Modifying Catalog Records

ACS staff have been creating catalog records for newly purchased materials and enhancing existing records for better access services. During FY2019, ACS staff created a total of 255,438 bibliographic records and modified 731,290 bibliographic records. ACS staff have created 309,163, modified 174,566 holdings records, and added 66,598 new item records for physical materials to the catalog. Most of the new records added were for materials in the English language (203,670) but over 35,775 were in other languages. The most prominent foreign languages were German (6,794) followed by Spanish (5,077) and French (3,627). However, there were also 176 other foreign language materials including Chinese (1,242), Japanese (1,362), Hindi (842), Arabic (507), Polish (573), and Ukrainian (390). In addition, ACS has been actively upgrading less-than-full-level catalog records in the online catalog to full level records, including short MARCette and minimum level records, and adding HathiTrust handles to all digitized books.

Electronic Resources Management

As each fiscal year passes, more and more of the cataloging we perform involves working with electronic resources. For FY2019, ACS added about 200,000 new electronic resources to the Voyager. These electronic resources are from such collections as SpringerLink, Taylor & Francis, ProQuest Ebook Central, ECCO, Wiley Online Library, and more. There were also over 800,000 maintenance actions taken to update existing URLs in bibliographic and holdings records, overlay existing records with more enhanced bibliographic data, and add new access points for electronic serials. It is important we keep all these records current and as up-to-date as possible to provide proper access to these important resources, and this work has been a routine in ACS' workflow.

Digital Collections

This year, the Metadata Services Team led by Patricia Lampron has worked to standardize practices for ingesting digital collections metadata into the digital library system, including creating documentation for metadata best practices in the digital library (http://guides.library.illinois.edu/DigitizationMetadata/bestpractices), and working with special collections managers to develop metadata profiles that can be used across similar collections. We have ingested 20 collections (more than 2,600 digital objects) into the digital library, both digital content and

metadata. We have been directly involved in the development of a new search gateway which will provide access to content across our digital systems (Digital Collections, IDEALs, Research Databank, Digitized books [HathiTrust and Internet Archives], and Digitized Newspapers). The team continues to clean digital library metadata in order to provide better access and standardize our practices to meet current metadata trends and standards.

<u>Access to HathiTrust Digital Library</u>

The Library has used the HathiTrust Digital Library as its access point for all digitized books since 2013. During FY2019, ACS continued updating catalog records with HathiTrust URIs for all UIUC digitized books, totaling more than 100,000.

<u>Illinois Digital Heritage Hub</u>

In FY2019, the Library received a second grant for the Illinois Digital Heritage Hub (IDHH) from the Illinois State Library. The second grant was to create the webpage for the IDHH to improve the public presence of the IDHH and its contents. Joshua Lynch, the Visiting Metadata Services Specialist for IDHH, performed content assessments from all existing DPLA services hubs, and is working with DPLA to create an instance of a DPLA IDHH local webpage in the first quarter of FY2020.

2. Contributions to Library-Wide Programs

ACS was involved in and contributed to projects inside and outside of the Library in FY2019.

<u>Data Provision</u>

- ARL annual library statistics
- IHLC
  - Whole collection
  - Items with E-MFHD/856 field
- Government Documents Stacks collection
- Quarterly fund manager report

<u>Cataloging Hymn Tune Index</u>

ACS was awarded the Merrick Fund to catalog the Hymn Tune Index. The Hymn Tune Index (HTI) microfilm collection is housed in the Music and Performing Arts Library, but has not been cataloged at all since its acquisition in the 1980s and is therefore completely undiscoverable and inaccessible to researchers and students. The collection information comprises the source corpus for the HTI that exists both in print and as a database (http://hymntune.library.illinois.edu/), which was authored by Professor Emeritus Nicholas Temperley at the School of Music. The HTI database contains all hymn tunes printed anywhere in the world with English-language text up to 1820. This tool is the primary reference tool in its field, and access to the microfilms would allow researchers to actually see the hymns being described in the catalog. Led by Alisha Taylor, Brian Clark has been working on the project. The project will be finished in FY2020.

<u>Serials Holdings Local Notes Cleanup</u>

Serials holdings records include many local notes, including location information for previous/later titles, other copy information, publication status information, etc. However, it was noted that as departmental libraries merged and changed names, the notes have not always provided users with accurate information. According to the assessment, there were 58,723 unique notes added in the 474,190

holdings records. The CAPT Cataloging and Metadata Working Group came up with standardized local notes policies based on three principles: 1) notes do not duplicate information in the bibliographic record, 2) notes do not refer to information in a different holdings record, and 3) notes are not created to conform to discovery systems. Based on the new Local Policies for Serial Holdings Notes (http://guides.library.illinois.edu/cam/policies/mfhds/serialnotes), Jamie Carlstone batch updated the local notes contained in the MFHD 852 field, subfields x and z, conforming to the new policies.

HathiTrust Copyright Review Work

HathiTrust Copyright Review is being conducted to improve access to limited view volumes, where legally possible. The University of Illinois Library is one of twenty academic libraries participating in reviewing monographs published in the US from 1923 to 1963 to determine if any monographs are no longer protected by copyright and have entered the public domain. Qiang Jin has reviewed 2,034 monographs during FY2019.

PCC NACO Work

FY2019 is the year we finally put our name on the NACO Library list in a meaningful way. Led by Nicole Ream-Sotomayor, our Library has become a regular contributing library after a long hiatus. During FY2019, we contributed 627 authority records. The majority of records were for personal names, but we also contributed authority records for works, expressions, conferences, corporate bodies, and geographic jurisdictions. In addition, 219 authority records have been contributed via the NACO Music Funnel for music-related entities.

3.   ACS Goals for FY2020
- Preparation for new ILS: Before the final data migration, we will identify additional areas of data clean-up to make our data as clean as possible. This work will include the Bibliographic Reclamation work led by Stephanie Baker and William Kries. In addition, there will be a new workflow design for the new system led by a group of people in the unit. Alisha Taylor has been leading the group of people to create training materials for the new system and workflow, and the same group of people will provide a series of training sessions for the library staff.
- Become involved in national and international groups: While we have been doing great work locally, we have also participated in national and international initiatives and working groups. We will try to get involved with and participate in other initiatives, such as working groups and task groups in the Program for Cooperative Cataloging and NACO work. By doing so, we can promote what we are doing to the larger library community and learn about national and international development of new standards and practices.
- Empower the staff: We have been working hard to develop and document our workflows and local policy. This has been possible because the unit is made up of knowledgeable and willing professionals. Based on this work, we will start designing training modules for each part of the ACS work, so all staff can expand their expertise. As this requires careful planning, completion of cross training module development will be a multi-year project.

II   Statistical Profile

1.   Acquisitions Activity by Numbers

Activity	Number

Firm Orders	
New Items received in Voyager	23,360
New items received on blanket orders	17,841
Total items received*	41,210
Serials	
Recurring purchase orders**	8,368
Print serial titles checked in	3,795
Print serial issues checked in	19,191
Total # of POs created**	3,744
Total # Invoices created**	5,510

* This number does not include the number of titles received on five LC field plans or multiple titles ordered on a single PO line item. Ebooks are purchased as series, as frontline collections, top off to archive collections, by backfile or by title, over 100,000 are added annually.

**Total number does not reflect number of titles as multiple titles may be ordered on a single PO line item, particularly for electronic resources purchased as packages. Many of the purchase orders included in the total number are for individual titles ordered through EBSCO and Harrassowitz and require multiple staff interventions per year (ordering, renewal, payment, claiming, check in, etc.).

***Total number of purchase orders and invoices created each year include multiple line items for individual titles and/or package purchases.

2. Cataloging Records by Numbers

Catalog Records Created and Modified by ACS Staff during FY2019

Records Type	Count of Items
Bibliographic Records Created	255,438
Bibliographic Records Modified	731,290
Holdings Records Created	309,163
Holdings Records Modified	174,566
Item Created	66,598

Bibliographic Records Created by ACS Staff during FY2019 by Language

Language	Count of Items	Language	Count of Items
Afrikaans	14	Kyrgyz	104
Afroasiatic (Other)	1	Ladino	1
Akkadian	2	Lahndā	1
Albanian	126	Latin	1,736
Algonquian (Other)	1	Latvian	45
Altaic (Other)	2	Lithuanian	47
Amharic	81	Macedonian	49
Arabic	507	Maithili	10
Armenian	8	Malagasy	1
Australian languages	13	Malay	2

Austronesian (Other)	1	Maltese	3
Awadhi	1	Mandingo	1
Azerbaijani	3	Manx	1
Balinese	1	Marathi	18
Bantu (Other)	5	Mari	1
Basa	1	Mayan languages	4
Basque	3	Mongolian	1
Belarusian	38	Montenegrin	2
Bemba	2	Multiple languages	174
Bengali	221	Navajo	1
Berber (Other)	15	Ndebele (South Africa)	1
Bhojpuri	1	Ndebele (Zimbabwe)	5
Bihari (Other)	1	Nepali	5
Bosnian	73	No linguistic content	15,993
Braj	1	North American Indian (Other)	4
Bulgarian	149	Norwegian	15
Burmese	3	Norwegian (Nynorsk)	1
Catalan	187	Nyanja	3
Caucasian (Other)	2	Ojibwa	1
Central American Indian (Other)	1	Old Norse	1
Cherokee	1	Oromo	18
Chinese	1,242	Pahlavi	1
Church Slavic	16	Panjabi	1
Chuvash	2	Papiamento	2
Creoles and Pidgins, French-based (Other)	5	Persian	10
Crimean Tatar	1	Philippine (Other)	2
Croatian	137	Polish	573
Czech	87	Portuguese	1,196
Dakota	30	Prakrit languages	2
Danish	254	Provençal (to 1500)	3
Dargwa	1	Pushto	12
Dinka	115	Quechua	2
Dutch	467	Romance (Other)	4
Dutch, Middle (ca. 1050-1350)	3	Romanian	170
Egyptian	4	Russian	3,425
English	203,670	Samoan	2
English, Middle (1100-1500)	6	Sanskrit	45
English, Old (ca. 450-1100)	4	Scots	4
Esperanto	3	Scottish Gaelic	3
Estonian	71	Serbian	246
Ewe	2	Shona	7
Fanti	1	Sinhalese	1
Filipino	1	Slovak	88
Finnish	21	Slovenian	38

French	3,627	Sorbian (Other)	1
French, Middle (ca. 1300-1600)	128	Sotho	6
French, Old (ca. 842-1300)	5	South American Indian (Other)	3
Galician	31	Spanish	5077
Ganda	8	Swahili	73
Georgian	11	Swedish	102
German	6,794	Swiss German	1
German, Middle High (ca. 1050-1500)	2	Tagalog	1
German, Old High (ca. 750-1050)	1	Tajik	16
Germanic (Other)	1	Tamashek	1
Greek, Ancient (to 1453)	46	Tamil	97
Greek, Modern (1453-)	23	Tatar	6
Gujarati	6	Telugu	1
Hawaiian	1	Thai	2
Hebrew	65	Tibetan	17
Herero	3	Tok Pisin	1
Hindi	842	Tswana	7
Hungarian	163	Turkish	189
Icelandic	3	Turkish, Ottoman	1
Indic (Other)	6	Turkmen	11
Indonesian	6	Udmurt	1
Inuktitut	25	Uighur	1
Inupiaq	1	Ukrainian	390
Iranian (Other)	1	Undetermined	1,449
Irish	3	Urdu	171
Italian	2,631	Uzbek	14
Japanese	1,362	Venda	1
Javanese	3	Vietnamese	3
Judeo-Arabic	1	Welsh	4
Kannada	2	Wolof	6
Kawi	1	Xhosa	1
Kazakh	88	Yao (Africa)	1
Khmer	1	Yiddish	7
Kikuyu	3	Yoruba	2
Kinyarwanda	5	Zaza	1
Komi	1	Zulu	2
Korean	177	**Grand Total**	**255,438**

3.   Personnel

<u>All Personnel</u>

Name	Appointment	FTE	Duration
Han, Myung-Ja	Faculty	1	Full year
Jin, Qiang	Faculty	1	Full year

Norman, Michael	Faculty	0.16	Moved to Discovery in August 2018
Shelburne, Wendy	Faulty	1	Full year
Stein, Ayla	Faculty	0.33	Moved to Scholarly Pub. in October 2018
Wiley, Lynn	Faulty	0.5	Retired in December 2018
Baker, Stephanie	Acad. Prof.	1	Full year
Carlstone, Jamie	Acad. Prof.	1	Full year
Gottschalk, George	Acad. Prof.	1	Full year
Lampron, Patricia	Acad. Prof.	1	Full year
Morgan, Cristopher	Acad. Prof.	1	Full year
Kries, William	Acad. Prof.	1	Full year
Lynch, Joshua	Acad. Prof.	1	Full year
Ottenhoff, Chloe	Acad. Prof.	1	Full year
Ream-Sotomayor, Nicole	Acad. Prof.	1	Full year
Taylor, Alisha	Acad. Prof.	1	Full year
Adamczyk, Jan	Staff – SLS	0.5	Full year
Agassi, Nazanine	Staff – SLS	1	Full year
Andrick, Silda	Staff – LS	1	Retired in June 2019
Bajric, Mirella	Staff – SLS	1	Full year
Biggers, Vanessa	Staff – SLS	1	Full year
Birgerson, Susanne	Staff – SLS	1	Full year
Clayton, Kathryn	Staff – SLS	1	Full year
Crow, Naomi	Staff – LS	0.83	Retired in May 2019
Denhart, Jessica	Staff – SLS	1	Full year
Eynon, Diana	Staff – SLS	1	Full year
Griffiths, David	Staff – LS	1	Full year
Howard, Lea	Staff – SLS	1	Full year
Huether, Sayaka Ichida	Staff – LS	0.5	Full year
Laih, Hueih-Lirng	Staff – LS	1	Full year
LeSure, Bridgette	Staff – SLS	0.92	Retired in May 2019
Lottes, David	Staff – LS	1	Full year
Machula, Lincoln	Staff – LS	1	Full year
Mann, Scott	Staff – SLS	1	Full year
Nguyen, Catherine	Staff – Clerk	1	Full year
Parish, Faraba	Staff – SLS	1	Full year
Pfeiffer, Debora	Staff – SLS	1	Full year
Potsch, Liz	Staff – LS	1	Full year
Qi, Xiaoping	Staff – SLS	1	Full year
Redenbaugh, Tamara	Staff – LOA	1	Full year
Reinhart, Dustin	Accn. Tech	1	Full year
Schutz, Virginia	Staff – LS	1	Full year
Sweid, Nada	Staff - SLS	0.58	On leave from Feb. 2019
Towns, Elonda	Staff - LS	1	Full year
Trippe, Rosemary	Staff - SLS	1	Full year
Vineyard, Ida	Staff - SLS	0.92	Retired in May 2019

Webb, Tonya	Staff - LOA	1	Full year
Wolde-Medhin, Tesfaye	Staff - LS	0.5	Full year
Wright, Rebecca	Staff - SLS	1	Full year
Negruta, Elena G	Staff - LS	1	Started September 1, 2018
Clark, Brian Patrick	Staff - LS	1	Started September 12, 2018
Fehr, Gulya	Staff - LS	1	Started October 1, 2018
Grace, Madina	Staff - LS	1	Started October 15, 2018
Gargya, Archana	Staff - LS	1	Started October 15, 2018
Makarova, Olga	Graduate Assistant	0.33	August 2018 – May 2019
Michael, Brinna	Graduate Assistant	0.33	August 2018 – May 2019
Tucker, Betsy	Graduate Assistant	0.33	August 2018 – May 2019
Total		**50.73**	

4.   Graduate Assistants

During FY 2019, ACS had three 33% GAs, all second-year GAs. Olga Makarova was a GA for the Foreign Languages Cataloging team, and cataloged the Library's new Slavic-language acquisitions. Olga has cataloged over 1,000 titles in 30+ languages from 37 countries. Brinna Michael was a GA for the Metadata Services team. Brinna has worked extensively on applying and cleaning metadata to facilitate access to materials in the digital library. She has also assisted in conducting a Savvy Researcher workshop on OpenRefine, a metadata cleanup tool. Betsy Tucker was a GA for Acquisitions. She worked on workflow design, documentation, and copy catalog for newly received materials. All three GA positions were supported by the state fund.

5.   User Services
Presentations
- Nicole Ream-Sotomayor: "Voyager Cataloging" at the Library GA Training (August 2018)
- Tricia Lampron: "Messy Data? Clean it up with OpenRefine" at the Savvy Researcher Series (October 29, 2018 and February 19, 2019)
- Tricia Lampron: "Messy Data? Clean it up with OpenRefine" at the Hack Culture data cleaning challenge (February 9, 2019)
- MJ Han, Wendy Shelburne, George Gottschalk: "Current Trends in Cataloging and Metadata" for the Mortenson Center Associate Program (June 3 and 13, 2019)

6.   Other Statistics
Trainings
ACS tried to provide its staff and other library colleagues with training for new trends in technical services through webinars and in-person sessions. With the Library's Business Information Services Organizational Development and Training, we hosted six webinars and five in-person training sessions as below. We are planning to organize more training sessions for not only ACS staff but also the Technical Services Division and anyone who is interested in acquisitions and cataloging services in academic libraries.

Webinars

- Music Cataloging Basics (October 31, 2018)
- The IFLA LRM Model: A Brief Introduction (December 5, 2018)
- CARLI Linked Data webinar Series

- - o Overview and Basics - Linked Data: the view from 30,000 feet (February 7, 2019)
    - o Linked Data in the Library (February 19, 2019)
    - o Linked Data Projects (March 5, 2019)
  - ● Assessment in Technical Services/ALCTS Research & Publication Basics series (April 3, 2019)

In-Person Trainings
  - ● Bibliographic Records Basics - Identifying Cataloging Standards and Full-Level Records by Alisha Taylor (March27, 2019)
  - ● Bibliographic Records Basics - Identifying Different Formats by Alisha Taylor (April 3, 2019)
  - ● Understanding Serials by Jamie Carlstone (April 10, 2019)
  - ● LCC Basic Structure and How to Deal with Duplicated Call Numbers by Nicole Sotomayor (April 5, 2019)

III   Appendices

1.   Voyager Library New Titles and Items Totals FY2018

Location	Total titles Added	Total Items Added
ACES	960	1,815
Architecture & Art	2,227	2,661
Archives	41	208
BTAA	59	141
Carle	52	108
Center for Childrens Books	843	863
Chemistry	10	19
Classics	768	897
Communications	570	722
Engineering	317	536
Gdocs	1,535	2895
GDocs NetResource	9,165	
History	3,042	9,261
Illinois History and Lincoln	613	968
International and Area Studies	3,897	4,644
Law	2,941	14,229
Literatures and Languages	1,726	1,972
Map and Geography	983	11,363
Math	446	864
Music	3,645	6,402
NetResource	194,349	95
Newspaper	298	1,935
Oak Street	10,851	15,662

Rare Books and Manuscripts	1,149	1,289
Reference		3
Residence Hall Libraries	1,903	2,086
Scholarly Commons	42	57
Sousa	10	55
SSHEL	8,163	8,627
Stacks	26,310	37,478
Undergrad	3,686	5,790
Uni High	436	759
Veterinary Medicine	155	184

2. Total Items Added by Format (Excluding electronic resources)

Location	Total Items Added	3D Object	Archival	Monographs	Film/ Video	Kit	Serials	Manuscript	Map, Atlas, or Globe	Mixed Material	Music Rec.	Music Score	Software/Com. File	Spoken Word Rec.
ACES	1,815	5		1,000	6		801	2					1	
Architecture and Art	2,661			2,401	4		251	4		1				
Archives	208			5						203				
BTAA	141						141							
Carle	108			108										
Center for Children's Books	863			858			3	2						
Chemistry	19			14			5							
Classics	897			797			98	2						
Communications	722	4		588	31		99							
Engineering	536	2		438		2	93	1						
History	9,261			3,458	3		5,794	3		1	1	1		
Illinois History and Lincoln	968			269			94		595			10		
International and Area Studies	4,644		1	4,221	1		418	1	2					
Law	14,229			13,478	9		738	4						
Literature and Languages	1,972			1,816	1		155							
Map and Geography	11,363			85	1		14		11,263					
Math	864			455			408	1						
Music	6,402	8	1	1,009	66		176	10			1,573	3,557		2
NetResource	95			23	69								2	1
Newspaper	1,935		148	29			1,755			3				
Oak Street	15,662	11	4	11,234	129	22	4,061	68	39	39		20	9	26
Rare Books and Manuscripts	1,289	11		950		1	120	201		5		1		
Reference	3						3							
Residence Hall Libraries	2,086	17		1,099	629			2	1	2	262		58	16
Scholarly Commons	57			56				1						
Sousa	55			8	4			3		39		1		
SSHEL	8,627	15		8,272	20	14	291	4	2	7	1			1

Stacks	40,373		2	29,889	1		10,289	14	160			3	3	12
Undergrad	5,790	140	3	3,141	2,204	2	205	4			7		37	47
Uni High	759			734	5	6	14							
Veterinary Medicine	184			175	1		7	1						