Acquisitions and Cataloging Services (ACS)
FY2022 Annual Report
(July 1, 2021– June 30, 2022)

Submitted by
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I   Unit Narrative

FY22 was the first year that we had a regular fiscal year cycle and worked with more established workflows after the system migration. While there are still many existing workflows and dataflows that need to be refined, and additional Alma functions that we can implement, the Acquisitions and Cataloging Services Department has accomplished a lot in FY22.

1.   Major activities and accomplishments

Acquisitions and Cataloging Services (ACS) performed tasks that served as the backbone of library services.

1.1. Acquisitions

FY22 was a significant improvement in terms of stability for staff and for fiscal year management. Acquisitions work was impacted by staffing transitions in the Business and Human Resources Service Center (BHRSC). Due to transitions in this area, the individual with primary oversight of collections expenditures and reconciliation to the campus Banner system was performing work across at least two full-time job roles, as well as assisting in other areas. Fortunately, Dustin Reinhart, proved both his willingness and ability to take on additional work to support this area. Even despite this temporary challenge, the fiscal year close was far less problematic than in the previous two years. As BHRSC rebuilds capacity, we remain optimistic that FY23 will be even more successful in improving fiscal year management and in providing staff with a greater sense of calm and normalcy.

George Gottschalk has been hosting optional Friday morning drop-in sessions to support any staff needs on acquisitions related workflows. As staff are more familiar with the day-to-day Alma workflows, these discussions have transitioned to a focus on reviewing and refining documentation, as well as on identifying ways for staff to collaborate and support each other in their work.

We created 3,179 purchase orders and 18,523 purchase order lines in FY22. Among those POL, 3,013 were created manually and 15,510 were created via automated loads of GOBI records. 211 orders were made for streaming videos and 3,046 orders were firm e-book orders. In terms of invoices, 4,826 new invoices were created, primarily by Dustin Reinhart, totaling over $20 million.

We received total of 13,699 new items and 17,545 as blanket orders. While the number of print serials was decreased, we still received 19,385 new serial issues for 4,564 titles.

1.2. Cataloging

We worked on 334,441 bibliographic records (11,780 original records) in FY22. Among them, 264,904 records are for electronic resources and 69,537 records are for print. Those electronic records were handled by William Kries. This year, the number of print records was increased, as we have worked on

several backlog projects and data cleanup projects. This also impacted the increasing number of original cataloging records. We created 35,357 new holdings records and 55,257 new item records, in addition to modifying 229,039 item records and 14,194 holdings records. In total, 83,092 holdings records and 123,325 item records were added in FY22. The total number of items added in FY22 was almost 40,000 more than the previous fiscal year.

In terms of material formats, while books (256,139) and journals (10,260) are still the two main formats, we have 61,129 titles in music, 8,495 titles in mixed materials, 5,456 titles in visual materials, and 1,588 titles in maps. FY22 shows that the library acquired more titles in foreign languages. As in past years, most of the new records added are in the English language (292,725). However, number of titles for other top 10 languages — Spanish (7,485), French (6,811), German (6,291), Russian (4,658), Italian (2,724), Chinese (2,052), Portuguese (1,617), and Japanese (1,543) — were increased from 1.5 times to 3 times more than FY21. The number of languages also increased from 156 to 161 languages. The breakdown of those newly added items by language (appendix 1) and material type (appendix 2) is available below as well as items added to each departmental library (appendix 3).

We made great progress on data cleanup and backlog cataloging projects in FY22.
For general data cleanup projects:
- The 866 summary notes update project: We added 46,383 summary notes, twice as much as last year.
- Host bibliographic records: We cleaned up 11,199 records so users can see clearer relationships between bibliographic, holdings, and item records. These two projects are ongoing.
- The first indicator of the holdings records 852 field project: We updated about 3,000 records.

For music backlog cataloging projects, with the hiring of three Extra Helps and two graduate hourlies, Diana Eynon led music cataloging projects in FY22 that have been on our to-do list for more than a decade:
- The MARCettes project: Replacing short bibliographic records with full records. The project included:
  - Music teaching-related scores and books: 77 items
  - Books (classified in DDC) from the circulating stacks: 160 items
  - Books (chiefly in DDC) from the Special Collections closed stacks: 221 items
  - Scores (classified in LC) from the circulating stacks: 1,709 items
  - Scores (classified in LC and hybrid DDC/LC) from the Special Collections closed stacks: 729 items.
- The Piano Rolls project: An estimated 700 original records for piano rolls have been created in OCLC for this project thus far.
- The Renaissance polyphonic music microfilms: Approximately 880 items have been cataloged so far and this project is near completion.

We also hired two graduate hourlies during the spring and summer of 2022 to support the map cataloging. They handled 1,218 pieces, added 274 records, and updated 575 bibliographic records.

1.3. Metadata (Digital Library and IDHH)

The Digital Library welcomed new Metadata Librarian Stephanie Luke in March 2022. Since her arrival, the digital library's metadata work has made great strides:
- Added about 8,000 items' metadata from 25 new collections.

- The metadata best practice document was also updated with new guidelines and examples.
- The new new-term project focusing on quality control has begun and 320 collections' metadata has already been reviewed.

The Illinois Digital Heritage Hub (IDHH), managed by Megan Pearson, reached the milestone of hosting more than 510,000 items this year. She worked with three graduate students to update the IDHH Highlight blog twice a month and created curated content (8 digital exhibits and 2 primary sources) in FY22.

Review of all IDHH collections' rights elements was completed in order to make those copyright-free collections available to WikiData, so more users can find IDHH resources on the web.

1.4. Electronic Resources

As we offer more resources in electronic format, the collection budget for electronic resources is increasing every year. In FY22, electronic resources expenditures were roughly $15 million, and approximately $3.5 million in resources were also processed for UIC, UIS, and other campus units.

- Acquired and created access to 17 new databases in 2021-22, a number of which required new license agreements, and set up several trials.
- Added or updated over 330 proxy stanzas.
- Activated 2,134 e-books from firm orders; 66,677 electronic portfolios for e-journals and other continuing resources; 733,195 electronic portfolios for e-books; and 139,040 electronic portfolios for streaming and visual media.
- Community Zone monographic collections were activated, when appropriate, to improve efficiency and accuracy in e-resource management.
- Modified 2,249 portfolios and deleted over 1.1 million portfolios.
- Automatic SUSHI harvesting for COUNTER usage statistics was set up in Alma for 65 vendors, and several reports were created in Alma Analytics.
- Update university branding in many vendor interfaces.
- Significant progress was made implementing knowledgebase changes necessary to complete cleanup from the recent system migration, including activating and updating e-journal portfolios.
- Large-scale e-resource metadata enhancements were undertaken, including bibliographic record replacement, URL maintenance, and collection updates.
- Resolved 624 tickets reported via the campuswide ticketing system TeamDynamix.
- Taking on a more active role in serials management, including responding to publisher and platform changes, activate new subscriptions, and plan for 2023 renewals, cancellations, and flips from print to online.

1.5. Workflow documents updates

One of the FY22 goals was documentation, and we successfully created and updated our workflow documents. Led by George Gottschalk and Stephanie Baker, we reviewed more than 230 Wiki pages for their contents and structure, then updated the documents with current contents and images to help everyone who uses the Wiki to follow and learn the workflows by themselves whenever needed.

This work is ongoing, and we are determined to keep the documents current. The outcome of the work thus far was presented at the ALA Core Role of the Professional Librarian in Technical Services Interest Group in March 2022.

1.6. Other Accomplishments

<u>1.6.1. HathiTrust Copyright Review</u>

Qiang Jin reviewed 3,094 HathiTrust monographs for their copyright status so those public domain contents can be available to users.

<u>1.6.2. PCC NACO</u>

Chloe Ottenhoff coordinated the Library's NACO group (Jan Adamczyk, Diana Eynon, David Griffith) and created 636 new NACO records and edited 79 records in FY22.

<u>1.6.3. Library Collections Move and Alma Location Changes</u>

As there were many library collections transfers and Alma location changes, Stephanie Baker supported them by performing Alma analytics and batch changes jobs. Some of the work included:

- Undergraduate Library closing
- SSHEL collection transfer
- ACES and Communication Library location changes

2.   Major challenges

2.1. Staff changes

Staff changes are our ongoing challenge. After Alisha Taylor's departure in October 2021 and until the new Metadata Librarian Stephanie Luke's arrival in March 2022, we experienced a serious gap in cataloging and metadata operations, training, and supervision. Fortunately and thankfully, Diana Eynon, Jan Adamczyk, and Qiang Jin stepped up to supervise staff members in their respective areas, music and foreign languages (Slavic and Asian/African). We hope that hiring of the Cataloging Librarian will help to realign the cataloging and metadata operations in place.

However, we still need help on the Acquisitions Team and the Electronic Resources Team.

2-2. Training and staff support

Lack of professional staff in cataloging made it hard to provide effective training. While we tried hard to update workflow documents in writing, there are areas in which face-to-face training works best in combination with daily supervision or support.

2-3. Working with the new system

We are still learning the new system, Alma. While major workflows have been developed, documented, and implemented now, there are still many things that we have to update or finalize. In addition, as some of the workflows were affected by the system update, there is an ongoing need for us to be familiarized with those changes in a timely manner.

3.   Significant changes

Personnel changes

- New hire
    - Stephanie Luke: Metadata Librarian
    - Nacera Buchama
- Departure
    - Alisha Taylor

- Retirement
  - Elonda Towns

4.   Contributions to the Library-Wide Programs

We have been involved in and contributed to projects inside and outside of the library in FY22.

4.1. Data Provision

ACS continuously provides metadata to HathiTrust, Google, and others that need collection related data.

- HathiTrust: For all metadata for digitized contents, we harvested the data, modified it for HathiTrust's metadata specifications, and packaged and submitted it to HathiTrust, so not only our campus users but all users on the web can access our digitized contents.
- Google: In FY22, we also provided our library's catalog data to Google, about 10 million records, which included holdings and item information.
- We also provided data for ACRL and ARL, and other libraries and selectors as requested, such as Title VI and the 2021 Biennial Survey for FDLP libraries.

4.2. Digital Library Development

- Provided Metadata consultation with stakeholders
- Provided Office Hours for metadata and right statements for IDHH contributors
- Created curated content with IDHH resources for wider user groups

4.3. Serials forum

- Amy Fry, George Gottschalk, Wendy Shelburne, and Tonya Webb provided a forum on serials/journal-related topics and fund reports in Alma on March 15, 2022 for all library staff.

4.4. Troubleshooting and Alma User Management

As part of public services, we helped library colleagues and users through the TeamDynamix ticketing system. During FY22, we resolved 2,142 tickets in four areas as below. These numbers do not include those directly requested to each ACS staff member.

Areas	No. of tickets
Acquisitions	1,118
E-Resources	624
Monographs	233
Serials	146
Total	2,142

*These numbers did not include requests sent directly to staff members.

4.5. Alma cataloging and acquisitions account management

We also managed acquisitions and cataloging related Alma user accounts whenever there is a new library staff, including student workers who use the Alma based on user profiles.

5.   Review of FY21 goals

We have accomplished most of the FY21 goals.

- While we learned the new system, we developed and updated new workflows and documented them through our Department's Wiki. Updating the Wiki was the major undertaking in FY22 among many colleagues in the Department. We are proud to revamp the Wiki with new and updated workflows with a clearer structure.

- Documentation also helped everyone to understand the workflows, not only in terms of what they do but also other data cleanup work. We have cleaned up more than twice the number of records as last year because of that, as well as completed several cataloging backlog projects.

- This also helped us to accomplish cross-training, especially in general and special cataloging. As most of our colleagues do cataloging, documentation and making them available in the Wiki ensured everyone had a chance to learn new things by themselves at their own pace.

- We also implemented new functions and services in Alma, including user notification and SUSHI statistics, that helped us to have better workflows and better data.

6.   ACS Goals for FY23

Our FY23 goals are focused on learning and documentation.
- Training support: Training and learning is ongoing and something we must do continuously. We will especially emphasize the following areas:
  - Cross-training: We will keep supporting cross-training. It is still critical that everyone can understand and support each other.
  - Support workshops, webinars, and training opportunities: We have been supporting staff to attend any training opportunities with a generous support by Thomas Teper, the Associate Dean of Collections/Technical Services. As there are many changes in cataloging and technical services functions, the support will be ongoing whenever we identify any relevant webinars or workshops.
  - Provide in-house training sessions: We will also plan in-house training sessions by professionals within the Department. This also includes office hours so anyone can bring any questions to have answers and guidance.
- Documentation: Documentation is a way to share knowledge and transfer institutional memory. We have been doing great progress on documentation in the last two years. However, there are still many areas that we can do more and better. As a first step, Amy Fry, George Gottschalk and others started developing LibGuide pages for fund managers. We will identify areas that we should document and encourage everyone in the Department to create and update their own workflows.

7.   Number of Graduate Assistants

During FY21, ACS had two 25% GAs and one 50% GA.

- Jonathan Engel was a 25% GA for the Foreign Languages Cataloging and another 25% for the digital library.
- Zhaneille Green was a 25% GA for electronic resources.
- Morgan Fox was a 25% GA for the Slavic Cataloging.

9.   Funding sources for Graduate Assistants
All GAs were supported by the Illinois State fund.

8. **Major responsibilities assigned to the Graduate Assistants**
- Jonathan Engel: Cataloged foreign languages including Slavic, Persian, French, Spanish, German, and more. Worked for many cataloging projects including backlog project. For his other 25% GAship, he worked on metadata ingestion to the digital library.
- Zhaneille Green: Activated e-books purchased through GOBI and informed users for access.
- Morgan Fox: Cataloged new collections in Slavic languages.

II **Statistical Profile**

1. **Acquisitions activities by Numbers**

Activity	Number
One-Time Orders Receipt	
New Items received in Alma	13,699
New items received on blanket orders	17,545
Total # of streaming video ordered	211
Total # of e-book orders in GOBI	3,046
Serials	
Print serial titles checked in	4,564
Print serial issues checked in	19,385
Purchase Orders	
Total # of POs created	3,179
Total # of POLs created	18,523
# POLs created via automated EOD loads	15,510
Invoices	
Total # Invoices created	4,777
# Invoices created via automated EDI loads	7,604

2. **Cataloging Records by Numbers**

Catalog Records Created and Modified by ACS Staff during FY22

Records Type	Count of Items
Bibliographic Records added	334,441 (*264,904 are electronic resources *11,780 are original records)
Holdings Records added	83,092
Item Records added	123,325

3. **Personnel**

All Personnel

Name	Appointment	FTE	Duration

Fry, Amy	Faculty	1	Full year
Han, Myung-Ja	Faculty	1	Full year
Jin, Qiang	Faculty	1	Full year
Luke, Stephanie	Faculty	0.25	From March 16, 2022
Shelburne, Wendy	Faculty	1	Full year
Baker, Stephanie	Acad. Prof.	1	Full year
Gottschalk, George	Acad. Prof.	1	Full year
Kries, William	Acad. Prof.	1	Full year
Ottenhoff, Chloe	Acad. Prof.	1	Full year
Pearson, Megan	Acad. Prof.	1	Full year
Taylor, Alisha	Acad. Prof.	0.25	Resigned in October 2021
Webb, Tonya	Staff - LOA	1	Full year
Adamczyk, Jan	Staff - SLS	0.5	Full year
Adkins, Arianna	Staff - LS	1	Full year
Agassi, Nazanine	Staff - SLS	1	Full year
Bajric, Mirella	Staff - SLS	1	Full year
Biggers, Vanessa	Staff - SLS	1	Full year
Birgerson, Susanne	Staff - SLS	1	Full year
Buchama, Nacera	Staff - LS	0.5	From Dec.2021
Denhart, Jessica	Staff - SLS	1	Full year
Eynon, Diana	Staff - SLS	1	Full year
Fehr, Gulya	Staff - LS	1	Full year
Gargya, Archana	Staff - SLS	1	Full year
Griffiths, David	Staff - SLS	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
Lottes, David	Staff - LS	1	Full year
Mann, Scott	Staff - SLS	1	Full year
Negruta, Elena G	Staff - LS	1	Full year
Nguyen, Catherine	Staff - Clerk	1	Full year
Pfeiffer, Debora	Staff - SLS	1	Full year
Potsch, Liz	Staff - LS	1	Full year
Qi, Xiaoping	Staff - SLS	0.6	Full year
Reinhart, Dustin	Accn. Tech	1	Full year
Schutz, Virginia	Staff - SLS	1	Full year
Sweid, Nada	Staff - SLS	0.8	Full year
Towns, Elonda	Staff - LS	1	Retried on May 31, 2022
Tuan, Yaoming	Staff - LS	1	Full year
Trippe, Rosemary	Staff - SLS	1	Full year
Wolde-Medhin, Tesfaye	Staff - LS	0.5	Full year
Wright, Rebecca	Staff - SLS	1	Full year
Kim, Jiwoo	Student worker	0.25	From June 2021
Bhati, Shreya	Student worker	0.25	From June 2021

Kolodyazhnaya, Marina	Extra help	0.5	From July 2021
Lee, Yoobin	Extra help	0.3	From September 2021
Jaber, Muna	Extra help	0.3	From July 2021 to May 2022
Sanderson, Mary	Extra help	0.25	From September 2021
Green, Zhaneille	Graduate Assistant	0.25	From August 2021
Fox, Morgan	Graduate Assistant	0.25	From August 2021
Engel, Jonathan	Graduate Assistant	0.25	From August 2021
Riffs, Rachel	Graduate Hourly	0.25	From August 2021
Britton, Caleb	Graduate Hourly	0.25	From August 2021
Cheng, Peiyao	Graduate Hourly	0.25	From August to December 2021
Escobar, Julia	Graduate Hourly	0.25	From August 2021
Douglas, Heather	Graduate Hourly	0.3	From February 2022
Gendler, Isabel	Graduate Hourly	0.5	From May 16 to June 30 2022

III   Appendices

1.   Bibliographic records created during FY22 by Language

Language	Count	Language	Count
Afrikaans	8	Kyrgyz	75
Akkadian	1	Ladino	4
Albanian	82	Lao	1
Altaic (Other)	2	Latin	1,501
Amharic	62	Latvian	34
Angika	2	Lithuanian	81
Arabic	1,168	Macedonian	73
Armenian	12	Magahi	2
Awadhi	5	Maithili	8
Azerbaijani	61	Malay	1
Bantu (Other)	6	Maltese	2
Basque	5	Mandingo	1
Belarusian	24	Maori	6
Bengali	47	Marathi	22
Bhojpuri	2	Mayan languages	2
Bihari (Other)	2	Mongolian	1
Bosnian	51	Multiple languages	341
Braj	4	Nahuatl	1
Bulgarian	209	Ndebele (Zimbabwe)	18
Catalan	151	Ndonga	7
Central American Indian (Other)	1	Nepali	9
Chechen	1	Niger-Kordofanian (Other)	3
Chinese	2,052	No information	1,470
Church Slavic	7	No linguistic content	4,452

Chuvash	1	Norwegian	62
Coptic	1	Norwegian (Nynorsk)	3
Cree	1	Oirat	1
Creoles and Pidgins, French-based (Other)	1	Oromo	1
Creoles and Pidgins, Portuguese-based (Other)	1	Pali	1
Crimean Tatar	2	Papiamento	1
Croatian	211	Persian	88
Czech	50	Polish	590
Danish	40	Portuguese	1,617
Dutch	590	Provençal (to 1500)	1
Dutch, Middle (ca. 1050-1350)	1	Pubian	1
English	292,745	Pushto	7
English, Middle (1100-1500)	8	Quechua	4
English, Old (ca. 450-1100)	2	Romani	3
Esperanto	6	Romanian	329
Estonian	56	Russian	4,658
Ethiopic	1	Sami	1
Ewe	1	Sanskrit	38
Finnish	16	Scots	1
Finno-Ugrian (Other)	1	Serbian	249
French	6,811	Shona	4
French, Middle (ca. 1300-1600)	1	Shona	15
French, Old (ca. 842-1300)	6	Sinhalese	1
Galician	26	Slavic (Other)	2
Ganda	10	Slovak	140
Georgian	5	Slovenian	68
German	6,291	Somali	1
German, Middle High (ca. 1050-1500)	1	Sotho	6
Germanic (Other)	1	South American Indian (Other)	14
Gothic	1	Spanish	7,485
Greek, Ancient (to 1453)	42	Swahili	110
Greek, Modern (1453-)	41	Swedish	92
Guarani	1	Syriac, Modern	1
Gujarati	2	Tagalog	30
Hawaiian	3	Tajik	4
Hebrew	117	Tamashek	1
Hindi	227	Tamil	66
Hungarian	553	Tatar	9
Icelandic	4	Thai	6
Indic (Other)	3	Tibetan	4
Indonesian	14	Tok Pisin	1

Irish	2	Tswana	1
Irish, Old (to 1100)	1	Turkish	489
Italian	2,724	Turkish, Ottoman	2
Japanese	1,543	Turkmen	7
Kabardian	1	Tuvinian	1
Kalâtdlisut	2	Udmurt	1
Kannada	1	Uighur	2
Karachay-Balkar	1	Ukrainian	962
Kara-Kalpak	2	Undetermined	1,448
Kashubian	1	Urdu	139
Kazakh	32	Uzbek	14
Khmer	1	Vai	1
Kikuyu	2	Vietnamese	6
Kinyarwanda	14	Welsh	5
Korean	335	Wolof	2
Kosraean	1	Yakut	1
Kumyk	1	Yiddish	5

2. **Items added during FY22 by format**

Material type	No. of items	Material type	No. of items
16 mm Film	1	Laptop Accessory	2
Archival Material	668	Laptop Charger	3
Art Reproduction	2	Looseleaf	34
Atlas	3	LP	8
Audio cassette	3	Manuscript	35
Audiobook	1	Map	1,692
Blu-Ray	118	Master Thesis	1
Book	70,195	Microcard	7
Bound Issue	17,709	Microfiche	3,351
Box	48	Microfilm	838
Broadside	15	Music Score	2,103
CD-ROM	120	Newspaper	4
Chart	5	None	1,397
Compact Disc	1,375	Other	381
Computer Disk	4	Other Visual Material	6
DVD	744	Pamphlet	134
DVD-ROM	48	PhD Thesis	1
Ephemera	1	Picture	1
Equipment	83	Poster	5
Film Reel	56	Record (Phonodisc)	7
Filmstrip	1	Slide	5

Game	86	Sound Recording	817
Government Document	3	Thesis	10
Graphic	8	Unknown	2
Issue	21,166	Video cassette	1
Item with CD	3	Video Game	2
Kit	12	**Grand Total**	**123,325**

3. **New Titles and items added to departmental libraries**

Library	Total items added
Architecture and Art Library	3,238
Chemistry Library	55
Communications Library	880
Funk ACES Library	2,293
Grainger Engineering Library	707
History, Philosophy and Newspaper Library	6,220
ILL Lending Extramural Grad	2
Illinois History and Lincoln Collections	317
International and Area Studies Library	3,699
Law Library	13,288
Literatures and Languages Library	4,263
Main Stacks	37,996
Map Library	1,281
Mathematics Library	979
Music and Performing Arts Library	5,689
Oak Street Library	27,870
Rare Book and Manuscript Library	4,441
Residence Hall Ikenberry Commons Library	532
Residence Hall Illinois Street Library	477
Resource Sharing Library	1
Scholarly Commons	17
SSHEL	7,387
Teaching, Learning, and Academic Support	10
Technical Services	23
Undergraduate Library	72
Uni High Library	339
University Archives	1,218
Veterinary Medicine Library	31
Grand Total	**12,3325**