

Office of Collections
ANNUAL REPORT, JULY 1, 2012 – JUNE 30, 2013
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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 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 the Office of Collections already worked closely with many technical services operations on issues of collection development, collection management, operational policies, etc.... However, the new roles for the AULs meant that the three AULs have worked to build new relationships with each other and with the Library's Executive Committee. 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 FY13 (July 1, 2012 to June 30, 2013);

- A. ***Significant Collection Development Activities*** – Opportunities for making significant acquisitions were plentiful in FY13. 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 University Librarian to identify resources from Library cash reserves and from the Office of Collections to acquire W.S. Merwin papers and over \$500,000 to support cataloging and acquisitions for RBML.
 - b. Adam Matthew Publishers – Following the example made by the Library's 2011 acquisition of resources from ProQuest, this acquisition included 52 (eight forthcoming in 2013) electronic resources or modules that expand coverage offered by existing resources. The products represent a significant expansion of the electronic resources that we deliver, with particular relevance to those working with faculty and students in the humanities and area studies. As a side benefit, the completion of this central acquisition enabled allocated dollars to be used to acquire three digital newspapers from ProQuest, including the Louisville Courier Journal, the Nashville Tennessean, and the Arizona Republican.
 - c. Gale Publishing – Again, taking advantage of the model pioneered by our work with ProQuest, the Library engaged in negotiations with Gale Publishing that resulted in the acquisition of 24 electronic resources or modules that expand the coverage of products previously acquired for use at UIUC.
 - d. Black Studies Resources – Using locally controlled resources and my ability to influence discussions about cooperative acquisitions in the CIC, the University Library was able to acquire Alexander Street Press' *Black Studies in Video* and Readex's *African American Imprints* and *African American Periodicals*.
 - e. Buying Trips – For the first time in several years, the University Library has supported buying trips in support of area studies resources. These have taken the form of sponsored trips by our librarians as well as cooperative efforts to work with traveling faculty that expressed a willingness to assist the University Library with developing collections.

- f. ipi0 fund – Thankfully, I was able to relinquish control over the International Programs Fund (ipi0) to Steve Witt this year. This funding should give the Head of the IAS Library some flexibility to pursue collection development initiatives in the coming years.
- g. Slavic Microforms Acquisition – Working together with Kit Condill and Larry Miller, the University Library completed a second significant acquisition of Slavic microforms from ProQuest, giving UIUC the strongest collection of pre-revolutionary Russian newspapers in North America.

- 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 resulting program has led to my being stopped in the hallway by members of the teaching faculty extolling the benefits on the program. The pilot for providing resources for the Data Services Working Group to acquire small data sets has been continued and made a regular allocation. And, in the last year, the Office of Collections made allocations to support a pilot for a Web Archiving Service.
- C. **New Service Models** – The Office of Collections continued to be involved in various aspects of the New Service Models Program, including serving on the Archives NSM Team, providing input on the Humanities and Illinois History and Lincoln Collection NSM's and periodically being engaged in the Social Sciences, Health, and Education Library (SSHEL) implementation.
- 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:
 - Eliminated 85% of backlogged materials in Arabic, Persian, Chinese, Korean, Japanese, etc.....
 - Worked with Jenny Johnson (current Spec. Coll. Div. Coordinator) to continue the project that I initiated in 2010 to process backlogged map collections. Completion is anticipated for 2013.
 - Negotiated start for Foreign Language Cataloging Specialist and defined position that would ensure contribution of effort to RBML cataloging needs.
- E. **Preservation of Collections** – Secured resources to support a campus-wide census of media collections, support the aforementioned Web Archiving Service Pilot, and identify resources to support the Hort Field Lab HVAC replacement grant.

II. Major challenges faced by the unit during FY13;

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

None

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 2012 - 2013. During this time, the Library successfully completed negotiations with over thirty candidates, negotiated one spousal hire, and worked to implement four appointment changes. Members of the Office have led two Library searches and a screening committee, participated in nearly every Library search as well as the Dean of Libraries search, maintained almost daily contact with Library HR on the many open searches, sought to improve 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 FY2013, including the preparation of the annual report and budget request to the Office of the Provost (spring 2013), the annual review of graduate assistant and student assistant funds (spring 2013), and recent reviews of the Library’s hiring plan and salary program (summer 2013).
- 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 FY2013, Beth Sandore and I continued our efforts to lead a re-tooled CAPT, supporting the implementation team for Primo, completing the University Library’s transition away from its home-grown journal access system (the ORR) to a more comprehensive plan for access e-resources through SFX and the Library’s catalog, and helping several working groups to get started, including the Web Advisory Group and the Aeon Implementation Group.
- E. **Collection Management** – During FY2013, 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 process of identifying materials from the Asian Collection that could be moved 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.
- F. **Service to the CIC** – In addition to my normal position as a member of the CDO/ERO group, my service to the CIC in FY2013 included serving as a member of the Shared Print Repository Collections Committee, a working group examining opportunities for collaborative collection work, and the CIC’s Thesis and Dissertations WG, an effort to piggy-back on UIUC’s 2011 success in digitizing ProQuest’s holdings of UIUC dissertations.

V. Progress made on Unit Annual Goals for FY13 (as enumerated in the FY12 Unit Annual Report);

Not Applicable

VI. Unit Annual Goals for FY13.

- A. **New Personnel** – Conclude year feeling accomplished in helping to acculturate new librarians, academic personnel, and Dean of Libraries into the University Library.
- B. **E-Resources Access Documentation** – Complete documentation related to access-privileges for electronic resources usage in our effort to better define what privileges are extended to campus affiliates.
- C. **E-Resource Statistics** – Complete documentation related to e-resource usage statistics/
- D. **Endowed Fund Reports/Training** – Complete two-plus years of work on reviewing all endowed fund reporting and communications with capstone endowed fund training aimed at new fund managers.
- E. **Significant Acquisition** – Support significant negotiations with vendor about acquisitions.
- F. **Retool Office of Collections Website**

II. Significant Collaborative Goals (Selective)

- A. **Title Changes Process** – Complete execution of EC approved title changes with representatives from EC, Library HR, and the Library's Administration
- B. **Collections Assessment** – With the addition of a Collection Analysis and Planning Specialist, I hope to work closely with the Coordinator of Library Assessment and others to build a more robust collections assessment program.
- C. **CIC Activities** –
 - a. Collection Developing Modeling – Contribute to CIC-led investigation of new collection development models in consortial libraries.
 - b. CIC SPR – Contribute to execution of CIC Shared Print Repository and local implementation
 - c. Begin exploring new collections initiative
- D. **Technical Services Collaborative** – Represent UIUC in developing technical services collaboration and begin discussing potential local contributions to this effort – if any.
- E. **Collection Management** – Advance efforts to improve management of physical collections in Oak St and deduplicate holdings against the CIC's SPR

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, Graduate Assistant – Endowment Funded (0.25 FTE)

Student Wage Allocation = \$0.00

3. User Services

N/A

4. Other statistics (optional)

N/A

III Appendices (optional)

N/A