

Highlights of the Year in Retrospect

- Under the direction of the Associate Director for Collections & Technical Services, the department successfully completed an Aleph upgrade from version 15.5 to 18. Ying Zhang conducted multiple training sessions for all staff in the department and for collection development librarians. She drafted procedure manuals and collaborated with FCLA and Library Systems & Technology to solve technical glitches.
- In the area of collection development the UCF Libraries continued to work toward Tier I Research status in these areas of education:
 - Counselor Education
 - Elementary Education
 - Exceptional Education
 - Higher Education
 - Math and Science Education
- A new relationship with an outside dealer resulted in increased revenue from the regular book sales as well as commission received from outside sales. A total of \$3,255.80 was received from inside sales and \$3,191.36 from commission.
- The Libraries received several large donations were this year including collections in French, German and military history.
- The reorganization of the department begun in 2006-2007 was completed in the fall 2007. An openhouse, held in room 142 on October 10, 2007, introduced visitors to the new responsibilities of each staff member and detailed workflow charts on display.
- Michael Arthur chaired the newly formed Preservation Committee. Early accomplishments include a representative survey of library employees to gauge their understanding of basic preservation principles; a short list of obtainable goals for each major functional area in the library; and a new sense of the importance of preserving and protecting library materials in all formats. Finally, the department continues to coordinate with the head of Special Collections & University Archives to identify gift books or items already in the general collection that are suited for inclusion in Special Collections.
- The Florida State University Libraries donated a nearly complete run of the The Irish University Press 1000-volume series of the British Parliamentary Papers 1800 – 1900. The entire collection, though cataloged by subject, is housed together on the first floor of the main campus library.
- The department worked collaboratively with Department of Music chair Dr. Johnny Pherigo on purchasing decisions that most effectively expended a \$30,000 gift from the Music department. The purchases improved our music score, CD and DVD collections. Dr. Pherigo distributed a compiled spreadsheet of all titles purchased to the music faculty.
- Based on reduced budget numbers, future budget projections, and the impact of inflation major cuts were made to print periodicals, online databases, standing orders, and the approval plan for monographs. There were no departmental allocations for monographs as in previous years.
- Reduced work load as a result of major reductions in collection building combined with the hiring freeze has left the department without three full-time positions. In addition, all hourly positions were eliminated through attrition. Several long-term student employees in the department all graduated during the 2007-2008 period.

Film	\$18,000
History	\$3000
Music	\$30,000
Rosen	\$629
Total	\$51,629

Date: 10/10/2007 Time: 2-4 p.m.

Acquisitions & Collection Services

Open House

The Acquisitions & Collection Services Office would like to invite you to an Open House. Please stop by and see all the exciting changes that have happened within our department.

Light Refreshments will be served.

Acquisitions, Binding and Gifts: room 142.

Acquisitions and Serials: room 502.

Wednesday, October 10, 2007
2-4 p.m.

Opening Remarks: room 142

Contact person: Traci 3-1424

Library Resources Expenditures Five Year Summary

2007/2008	\$5,193,130
2006/2007	\$5,914,637
2005/2006	\$5,582,758
2004/2005	\$5,226,595
2003/2004	\$5,030,670

Selected use in electronic access

	2007/2008	2006/2007	2005/2006	2004/2005	2003/2004
Searches	4,873,643	4,566,368	3,693,737	2,601,526	839,087
Sessions	1,591,530	2,517,100	1,081,638	2,203,904	*
Full Text	2,549,232	3,548,676	2,539,466	1,822,103	738,991

* Not Available
Detailed listing in Statistics section at the end of report.

Program Reviews:

- Council of Social Work Education Commission – Hal Mendelsohn
- NASAD accreditation review of Art Department – Doug Dunlop
- ABET (EAC, CAC, TAC) review of College of Engineering and Computer Science – Aysegul Kapucu, Ven Basco, Michael Arthur

New Program Proposals:

- Ph.D. in Statistics – Hal Mendelsohn
- M.A. in Aging Studies – Hal Mendelsohn
- Ph.D in Communication Sciences & Disorders – Terrie Sybolt
- Ph.D. in Science Education – Terrie Sybolt
- Ph.D. in Reading Education – Terrie Sybolt
- Ph.D in Art Education – Terrie Sybolt
- Ph.D in English and Language Arts – Terrie Sybolt
- Ph.D in Social Science Education – Terrie Sybolt
- M.A. Applied Learning and Instruction – Terrie Sybolt
- B.A. in International Studies – Michael Arthur
- Master of Science in Digital Forensics – Jeannette Ward

Training arranged for librarians and staff by Acquisitions & Collection Services:

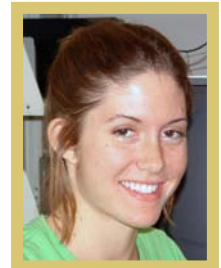
- GOBI training for Acquisitions & CD Librarians
- EBSCOhost & EBSCONET Training
- ALEPH migration from version 15.5 to 18

Key purchases during 2006-2007

- The library maintained online access to the *Oxford English Dictionary* with a donation from John Archer Carpenter Library Enhancement Fund.
- *FMG on Demand*, online steaming videos
- *International Encyclopedia of the Social & Behavioral Sciences*, perpetual access
- *LWW Nursing and Health Professions Premier Collection*
- *IGI Reference*, 13 online titles
- *Sage Premier*
- *Elsevier Freedom Collection*
- Lease program for popular audio books on CD

Staffing

- Danielle Gill (student) resigned on 11/27/07
- Kristen Cardona (student) resigned on 12/10/07
- Nelsy Livingston (staff) resigned on 01/24/08
- Elizabeth Rosenthal (student) resigned on 05/01/08



Departmental Goals: 2007-2008

- **Effectively implement ALEPH 18 and take advantage of its capabilities such as EDI for payment transfer, and patron notification.** *Implemented ALEPH version 18. Staff trained to use features such as EDI to process large invoices, and are setting up predication patterns for periodical check-in. Ordering and receiving monographs and serials is much more efficient with the upgraded version.*
- **Explore new roles for binding staff as traditional binding continues to decline.** *To compensate for the reduction in traditional binding activity, binding staff members have expanded their responsibilities to include some of the duties of the former gift processing position; assisting with the preparation and organization of the regular book sales; and increased involvement with the preservation of library materials.*
- **Complete preservation reviews of selected areas within the general collection to include: music scores, pre-1900 imprints, and damaged/brittle materials.** *With this goal in mind and to promote future conservation and preservation efforts a Preservation Committee made up of individuals representing all major functional units within the main library, the UOF Library at Rosen, CMC, and the regional campus libraries was created. Awareness of preservation issues has increased. Areas that have the most*

hands-on impact to materials have been identified, and training is underway for those areas. Where value, rarity, or level of usage justifies preservation measures mMusic scores, pre-1900 imprints, and selected damaged materials have been reviewed and necessary steps have been taken to properly preserve the materials. The projects continue at this time and plans are in place to develop a comprehensive preservation program within UCF Libraries.

- **Improve general staff knowledge particularly in pre-order searching and serials control.** Staff members received training on WorldCat, GOBI, and Connexion to sharpen their skills and knowledge on pre-order searching, down loading records, and serials control.
- **Complete bound periodical barcode project.** While progress continues, the loss of three full-time positions and all student assistants had slowed progress on this goal. Only one person currently works on this project for approximately 5-10 hours per week. This represents about one fourth of the total time previously allocated when the project first began.
- **Complete final steps of the workflow analysis project including the report and succession plans.** The workflow analysis project was completed in the fall 2007. Several changes to workflow and the reorganization of functional areas resulted from this effort. The information served as the basis for a presentation by Michael Arthur at The Charleston Conference in November 2007. Internally succession plans were completed, gift operations and approval processing were updated, and position descriptions were reviewed. An open house was held in room 142 on October 10, 2007, to showcase all of the changes.
- **Effectively adjust to anticipated funding reductions during 2007-2008, and plan for the impact of future reductions combined with annual inflation.** Work closely with librarians and interested faculty to develop prioritized lists of continuing obligations in anticipation of necessary cuts to currently held titles. Budget reductions and an ever-changing budget climate was a critical component to everything in the department during 2007-2008. Reductions in the rate of collection development across all formats had a major impact on workflow, individual job duties, and collection priorities. Librarians and teaching faculty were kept apprised as much as possible on the constantly changing conditions; ample opportunity was also provided for input

from interested individuals. Under the direction of the Associate Director for Collections & Technical Services, the materials budget was effectively managed in order to meet all obligations and set aside funds earmarked to help cover anticipated future cuts.

- **Create a system that will track electronic resource renewal notification dates, and fiscal control information.** As each invoice for electronic resources is processed, the corresponding ALEPH order number, fund code, cost, notes, and other relevant information are entered into a spreadsheet. This system has been successful and helped identify and prevent problems throughout the year as well as produce accurate accounting of our spending and expected invoices. In the coming year the data will be transferred into an Access database.
- **Create a system that will accept all COUNTER compliant database and journal usage reports and produce overall usage reports.** Acquisitions provided sample COUNTER reports to Systems & Technology (S&T). S&T staff members programmed a data loader and display. The COUNTER reports system is still in beta. Testing and revision are ongoing.

Departmental Goals: 2008-2009

- Review fund codes for all electronic resources and replace general codes with subject specific codes so that spending by college can be calculated.
- Consolidate electronic resources and invoice data in multiple spreadsheets and transfer the data into an Access database.
- Identify and convert print subscriptions to online while retaining perpetual rights.
- Through consultation with the collection development librarians, the department will contribute to the statewide JANUS initiatives for collection planning.
- Continue to work with collection development librarians toward updated collection policies for all major subject areas.
- Build upon the initial success of the Preservation Committee and work toward a comprehensive preservation program for the UCF Libraries that will encompass both print and digital formats.
- Explore and implement new methods for streamlining ordering workflow.
- Enhance serials control through improved decision-making made possible through better coordination with our main serials vendor.

Advancement Toward the President's Five Goals

Offer the best undergraduate education available in Florida

Continued to increase Internet resource access to provide course support to our students in different geographical areas. While budget cuts had a dramatic impact on the total expenditures for library materials there was a concerted effort to protect undergraduate education. It is a priority for UCF Libraries to try to purchase online content that can be made accessible to all UCF locations and, when possible, to all users with a valid library user id. The library also contributed to a proposal for a new B.A. in International Studies and expended funds set aside for specific degree programs in support of undergraduate programs including the Music Department.

Achieve international prominence in key programs of graduate study and research

Provided Internet access, through consortium participation, to a variety of scholarly, research publications to fit the needs of the university's research programs. The library added *LWW Nursing and Health Professions Premier Collection*, *Sage Premier*, and *Elsevier Freedom Collection*. Librarian liaisons worked closely with teaching faculty to evaluate and improve library collections in support of graduate study and research. The library participated in new program proposals for graduate level programs both at the master's and doctoral levels. The UCF Libraries continued to work toward Tier I Research status in selected areas of education.

Provide international focus to our curricula and research programs

Reduced funding prevented the purchase of many new titles selected during a project in the previous year. The title list has been maintained and will be purchased in priority order when funding becomes available. The library did complete a program proposal for a new B.A. in International Studies. Improving the international focus of the collection in selected areas is a future goal as funds become available.

Become more inclusive and diverse

Encouraged Acquisitions and Collection Services staff members to participate in diversity programs. Tina Candela served as a member of the UCF Libraries' Diversity Committee.

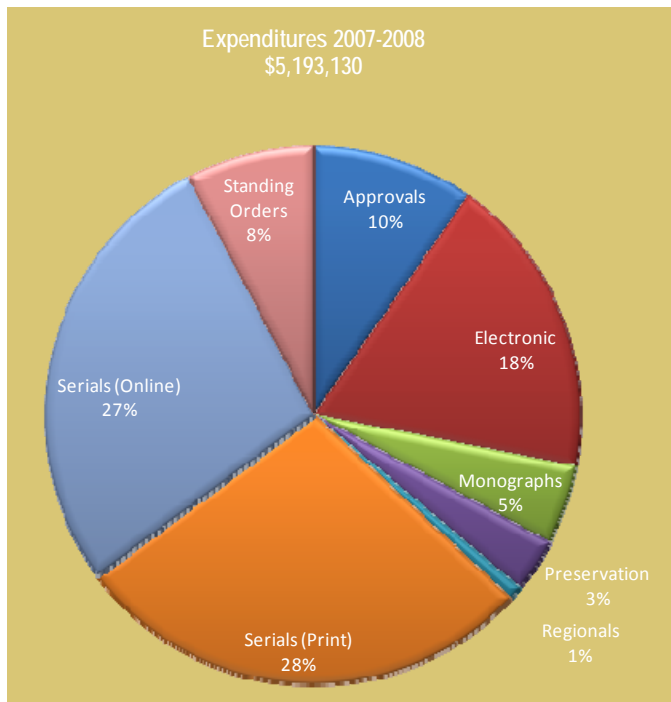
Be America's leading partnership university

Actively participated in regional and national groups to expand library resources (consortium purchases) and address mutual concerns (electronic archiving, resource digitalization projects).

Performance Enhancement Recommendations

During 2008-2009 the department will focus on improvement within while also contributing to the greater good of the UCF Libraries and our academic partners in Florida. Internally steps will be taken to improve the maintenance and quality of data that will help make operations more efficient and effective. Training in specific areas such as serials control and preservation will not only improve internal operations, but contribute to the entire library mission. Contributing to the success of the statewide JANUS initiatives will be a key goal for the upcoming year. Staff members will be encouraged to step up to new roles as the effects of budget cuts and new trends in academic libraries leads to inevitable changes in the type of work needed in technical services.

Acquisitions and Collection Services
Chart 1



Acquisitions & Collection Services
 Table 1
 Current Five Years

	2007/08	2006/07	2005/06	2004/05	2003/04
ITEMS RECEIVED					
APPROVALS	11,232	25,362	23,441	23,222	25,060
FIRM ORDERS	4,444	10,163	10,899	5,519	5,654
GIFTS	9,892	3,193	742	3,501	2,090
STANDING ORDERS	1,668	2,069	1,431	2,657	2,892
TOTAL	27,236	40,787		34,899	35,696
BOUND PERIODICALS	3,203	3,615	4,890	3,827	6,064
MICROFORMS					
Film	416	457	562	564	575
Fiche	27,350	30,707	30,119	35,030	47,403
TOTAL	27,766	31,164		35,594	47,978
PERIODICALS/SERIALS					
Main (Print)	4,021	4,523	4,523	4,487	4,429
CMC (Print)	15	15	15	15	15
Rosen (Print)	81	92	92	90	97
Brevard (Print)	5	146	158	163	187
Daytona (Print)	53	114	106	109	125
Newspapers	30	34	34	34	31
E-Databases	358	377	371	362	324
E-Journals	7,695	7,929	7,424	7,315	5,640
print+online	(541)	(698)	(738)	(1120)	(1284)
e-only	(7154)	(7231)	(6686)	(6195)	(4366)
Total Active Subscriptions	12,258	13230	12723	12,575	10,848
Ceased/Closed Periodicals	4793	4789	4778	4,760	4,708
Total Periodical Titles	17,051	18,019	17,501	17,335	15,556

Acquisitions and Collection Services
 Table 2
 Percentage Comparison Current Five Years

	2007/08	2006/2007	2005/06	2004/05	2003/04
TOTAL Expenditures	\$5,193,130	\$5,914,638	\$5,582,758	\$5,226,595	\$5,030,670
Approval	10%	19%	19%	21%	21%
Branches	1%	3%	6%	2%	4%
Electronic	18%	17%	15%	15%	17%
Monographs	5%	8%	10%	5%	7%
Preservation	3%	4%	4%	4%	5%
Serials	56%	43%	39%	46%	39%
Standing Orders	7%	6%	7%	7%	7%

Acquisitions Services
 Table 3
 Branches and Regional Campuses

	Approval	Monograph	Periodicals	Standing Orders	Databases*	Total
Rosen	\$2,266	\$11,128	\$23,349	\$389	\$1,165	\$38,297
CMC		5,759	3,302	2174	0	\$11,235
Eastern		\$7,069	2,074	476	6,065	\$15,684
Southern		\$12,285	2,662	11,084	6,733	\$32,764
Western		\$9,659	0	0	4,629	\$14,288
TOTAL						\$112,268

*Prorated cost based on FTE

Acquisitions Services
Table 4
Five-Year Expenditure History

	2007/08	2006/07	2005/06	2004/05	2003/04
MONOGRAPHS	\$766,635	\$1,606,075	\$1,623,263	\$1,362,187	\$1,408,440
Approvals	512,072	1,098,608	1,062,690	1,080,294	1,060,994
Firm Orders	247,449	500,542	549,926	262,150	320,040
Replacements	7,114	6,925	10,647	19,743	27,406
SERIALS TOTAL:	\$3,276,518	\$2,926,368	\$2,548,093	\$2,798,561	\$2,274,268
Standing Orders	396,410	347,127	364,036	360,980	370,816
Periodicals	1,437,456	1,120,031	642,189	1,281,708	1,686,967
Periodicals Online	1,429,165	1,444,780	1,398,643	1,126,125	179,500
Newspapers	13,487	14,430	14,540	11,177	13,681
Reference	-	-	128,685	18,571	23,304
ELECTRONIC	\$945,062	\$979,922	\$868,817	\$776,668	\$877,610
Periodical Databases	239,255	118,781	117,686	90,514	347,794
Databases	585,677	738,161	565,578	460,949	430,447
Back Vol. & Monographs	120,130	122,980	185,553	225,205	99,369
PRESERVATION	\$159,606	\$204,425	\$206,140	\$192,507	\$250,980
Microforms	69,482	72,648	66,998	63,589	61,975
Microforms/Main	69,482	71,563	65,984	62,635	61,085
Microforms/Brevard	-	1,085	1,014	954	890
Binding	90,124	131,777	139,142	128,918	189,005
Main	90,124	131,080	137,866	126,338	187,493
Brevard	-	697	1,276	2,580	1,512
AREA LIBRARIES					
Eastern	\$9,619	\$84,988	\$121,536	\$28,578	\$64,088
Approvals	-	-	-	-	35,097
Firm Orders	7,069	67,627	101,398	13	1,003
Periodicals	2,074	13,651	16,517	25,174	22,932
Standing Orders	476	3,710	3,621	3,391	5,056
Southern	\$26,031	\$81,306	\$160,670	\$57,584	\$100,434
Approvals	-	-	-	22	13,590
Firm Orders	12,285	44,597	113,769	2,870	11,452
Periodicals	2,662	19,376	25,927	40,842	50,504
Standing Orders	11,084	17,333	20,974	13,850	24,888
Western	\$9,659	\$31,553	\$54,238	\$10,510	\$41,675
TOTAL	\$5,193,130*	\$5,914,637	\$5,582,757	\$5,226,595	\$5,017,495

*In addition to the above noted funds that are used to support the teaching and research mission of UCF, the Florida Center for Library Automation (FCLA) also funds and maintains a collection of databases, e-books, and other online resources which are made available to all state universities in Florida. This fiscal year, FCLA spent \$3,059,794 in support of statewide resources for the eleven universities.

Acquisitions Services
Table 5
Database Usage 2007-2008

Database Packages	Searches	Sessions	Full Text Access
African American Biographical Database	899	431	505
Alexander Street Press	-	1,593	5,292
Artstor	1,122	291	1,446
Bowker Books in Print	5,268	915	-
Bowker Ulrich's	7,853	2,564	-
Children's Literature Comprehensive Database	233	-	-
Chronicle of Higher Education	-	-	140,958
CIAO	1,406	1,049	3,384
Classical Music Library	5,144	2,194	11,397
CollegeSource	907	35,688	-
Congressional Serials Set	3,692	-	4,802
CQ Researcher, Weekly, Historical	14,712	22,607	8,623
CSA Illumina	447,890	390,445	31,528
CSA RefWorks	-	7,620	-
Dissertations Full Text	290,233	-	22,696
DNB, Grove Art, and Music	-	1,712	8,850
EBSCOhost Databases	1,836,053	443,500	685,875
Engineering Village/Compendes	8,526	2,310	31,394
Evans, Orlando Sentinel, Serials Set	10,675	3,870	18,310
FirstSearch	53,404	30,525	1,618
Gale Databases	252,904	125,324	86,401
Historical Statistics of the United States	160	252	968
Hoover's Online	-	21,295	129,486
IbisWorld	-	-	50,271
ISI Web of Knowledge	160,115	43,838	-
Journal Citation Reports	103	227	164
Leisure Tourism Abstracts	483	328	-
LexisNexis Academic	98,472	-	114,438
LexisNexis Statistical	2,756	-	1,576
MathSciNet	27,985	20,624	-
MetaSearch	103,943	21,914	-
MINTeL	1,991	1,585	6,170
Ovid	21,039	11,212	7,152
ProQuest	975,236	63,504	144,014
Reference USA	2,827	1,241	11,198
S&P NetAdvantage	41,655	-	-
SPIE	977	412	9,845
Theater in Video	118	146	-
Valueline	-	1,508	20,817
Wilson	142,654	45,981	43,746
Women Writers Project	-	48	422
World Development Indicators	-	-	16,686
TOTAL	4,521,435	1,306,753	1,620,032

Ebooks	Searches	Sessions	Full Text Access
Annual Reviews	1,755	3,830	3,545
Credo Reference	2,765	1,666	6,932
Gutenberg<e>	68	89	1,302
NetLibrary	-	-	36,786
Springer Books	-	-	5,644
TOTAL	4,588	5,585	54,209

eJournals	Searches	Sessions	Full Text Access
ACJ Journals	7,269	-	-
ACS Journals	15,867	43,991	33,920
American Medical Assoc.	700	-	2,882
American Society for Microbiology	450	-	5,358
Analytical WebBase	782	17,343	6,216
BePress	-	-	521
BioOne and BioOne2	4,777	1,652	7,145
Blackwell Synergy	14,253	36,383	35,810
Blood Online	20	-	686
Cambridge Journals Online	1,037	2,702	6,907
Duke Journals	125	-	1,191
Emerald Mangement Xtra	3,208	5,095	6,630
Haworth Press	-	-	2,642
Highwire	7,698	-	92,797
IEEE Xplore	40,594	-	30,777
Ingenta	1,146	16,364	2,319
IOP Journals	12,329	5,397	9,615
JSTOR	147,658	-	167,874
Liebert	47	1,304	175
Metapress	-	-	40,669
Nature Journals	4,985	-	18,450
NEJM	764	-	5,654
Oxford Journals Online	1,453	1,903	10,498
Project MUSE	7,436	8,833	15,740
Science	3,651	-	12,220
Science Direct, Elsevier	44,634	115,055	244,112
Springer Journals	-	-	65,115
Taylor and Francis	19,646	20,453	25,196
Wiley InterScience	7,091	2,717	23,872
TOTAL	347,620	279,192	874,991

GRAND TOTAL	4,873,643	1,591,530	2,549,232
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Michael A. Arthur
Head, Acquisitions & Collection Services