Efficient Collection Development and Acquisitions Practices in an Increasingly Electronic Environment

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EGL-IUG Fall Meeting
September 24, 2004

Introduction

- Selection Workflow
- Order Workflow
- Efficiencies Gained
- Staff Considerations
Bowling Green State University

- 18,000 undergraduates; 3,100 graduate students
- Approval plans cover main collections in Jerome Library and Ogg Science Library
- 14 librarians select books
- 4 Acquisitions staff
- 3 Systems staff, 1 devoted to ILL

The University of Akron

- 20,000 undergraduates; 4,000 graduate students
- Approval plans cover core collections in Main and Science & Technology Library
- 16 librarians select books
- 6 Acquisitions staff
- 3 Systems staff, 1 devoted to ILL
About GOBI

- YBP’s online system
- Workflow support
- GobiTween
- GobiSmart
- GobiExport

Selection Workflow
Sorting Notification Slips

- Subject-based fund codes mapped to LC classification
  - Embedded in approval and notification slip plans
  - Used to sort and distribute paper and electronic notification slips

Selection from Approval Plan
Bowling Green

<table>
<thead>
<tr>
<th>Action</th>
<th>LC Range</th>
<th>Description</th>
<th>Fund</th>
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<tbody>
<tr>
<td>B</td>
<td>1-1024</td>
<td>General, Systems of education</td>
<td>LV245</td>
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<tr>
<td>B</td>
<td>1025-1050.8</td>
<td>Teaching</td>
<td>LV244</td>
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<tr>
<td>B</td>
<td>1049.8-1050.8</td>
<td>Reading (General)</td>
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<td>B</td>
<td>1050.9-1100</td>
<td>Educational psychology</td>
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<tr>
<td>B</td>
<td>1101-1139</td>
<td>Child study</td>
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<td>B</td>
<td>1140-1500</td>
<td>Preschool education</td>
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<td>B</td>
<td>1501-1593</td>
<td>Primary and elementary education</td>
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<td>S</td>
<td>1594-1602</td>
<td>Industrial and vocational training</td>
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<td>B</td>
<td>1603-1704</td>
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<td>1705-2299</td>
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<td>2300-2800</td>
<td>Higher education</td>
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<tr>
<td>B</td>
<td>2801-3200</td>
<td>School administration and organization</td>
<td>LV243</td>
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Selection from Approval Plan
Akron

§ HF Commerce [BAGNM]
   Exclude Practical Aspects at the GENERAL ACADEMIC LEVEL.
Send BOOKS for: HF5548.7-5548.8 Industrial psychology. Job stress [ASPYM]
Assign fund code exceptions:
   HF5410-5495 Marketing, Distribution. Sales [BAMKM]
   HF5601-5716 Accounting. Business mathematics [BACCM]

§ HG Finance [BAFIM]
   Exclude Practical Aspects at the GENERAL ACADEMIC LEVEL.

Making Purchasing Decisions
Bowling Green

- Teaching faculty recommend books for about 50-75% of firm order purchases; librarians make final decisions.
- Faculty have limited direct involvement in the approval plan area. Librarians are in touch with faculty regarding needs and may raise questions with them.
- Approval books are available for faculty library representatives to review
- Teaching faculty mainly use paper notification slips, but a couple use GobiAlerts
- Library selectors use paper slips, electronic slips and GOBI searches.
Making Purchasing Decisions

Akron

- Selection done primarily by library collection managers and some reference librarians who have collection development duties.
- Teaching faculty have traditionally mostly been involved in reviewing books on approval plan shelves; faculty helped develop the collection policies that determine the profile, so they have some idea what to expect.
- Only three or four bibliographers routinely send electronic slips to faculty for selection purposes.
- Most selectors use electronic slips generated from GOBI alerts, but a couple still use paper for doing collection work while on reference duty.

Pre-order Searching

Both Bowling Green State University and The University of Akron search local catalog and OhioLINK to see how widely held

- **Bowling Green State University**
  - Students search the OhioLINK catalog and note BG and OL holdings, especially if librarian has marked a publisher catalog; ISBNs from paper slips are batch entered into a GOBI folder
  - If selecting books in GOBI or reviewing faculty recommendations in a GOBI folder, librarians rely on GobiTween information and may only spot check the OhioLINK catalog if GobiTween information indicates a “borderline” number of copies purchased.

- **The University of Akron**
  - Selector searches: checks local history & OhioLINK Gobi Tween on GOBI; checks local system; OhioLINK and tight budgets are becoming more of a dominant factor; more rigorous and careful selection; having Gobi Tween information where status of any pending order is there helps to eliminate ordering duplicates.
GOBI Local History

GobiTween Consortial History
Selecting Bowling Green

- Selectors retrieve pre-searched selections from GOBI folder
  OR
- Selectors enter batch ISBNs
- Selectors also “add unlisted” titles to GOBI
- Selectors created templates at one group session. All templates were tested before use.

Selecting Akron

- Selectors place notifications in export cart and apply templates.
- Selectors may work from catalogs and enter batch ISBNs, apply template and select on GOBI.
Intentional Duplicates
Sometimes Duplicate Copies are Wanted

- **Bowling Green State University**
  - Selector adds “intentional duplicate” note to selection, so that Acquisitions and YBP will allow the duplicate order.

- **The University of Akron**
  - Selector adds “intentional duplicate” note to export record, so that Acquisitions and YBP will allow the duplicate order.

Ordering Workflow
Exporting

- **Bowling Green Acquisitions**
  - Retrieves the previous day’s selections
  - Puts them in GOBI export cart
  - Proofs them
  - Exports
  - Note: BSGU Acquisitions is not authorized for selection, only exporting

- **The University of Akron Selectors**
  - Export at point of selection

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**GobiSmart Export Screen**

**Bowling Green**
GobiSmart Export Screen

Akron

Retrieving exported records

- **Bowling Green State University**
  - Acquisitions ftp’s daily, just after exporting

- **The University of Akron**
  - Systems formerly ftp’d every couple days, or daily as they approach end of fiscal year; since the process has become more routine and known, Acquisitions has taken over this function recently
Loading Records in INNOPAC

- Both **Bowling Green** and **Akron** use the standard Innovative loader

- Both **Bowling Green** and **Akron** use the character-based INNOPAC, but the process is the same for libraries that use Millennium

Loading & Dup Checking in INNOPAC

**Bowling Green**

- Records loaded with order status 1 “on hold” (displays in WebPAC as **under consideration**)
- Create list of all newly-added titles
- Duplicate title check via a quick manual title search in catalog
- As each title is checked for duplication, Acquisitions staff changes the order status to 0 “on order” (displays in WebPAC as **ordered**), which encumbers the funds
Loading & Dup Checking in INNOPAC
Akron

- Automated duplicate checking on **full title** as records are loaded into the INNOPAC
- Possible duplicates load as status 1 “on hold” (displays in WebPAC as **under consideration**)
- Non-duplicates load as status 0 “on order” (displays in WebPAC as **ordered**)
- Create list of records with status 1, which Acquisitions reviews to see if duplication is legitimate (checks for selector “intentional dup” note)
  - If legit, the order is added to the existing full bib and the brief bib record is deleted
  - If not, the order is cancelled and the selector is notified

Fund Checking

- **Bowling Green State University**
  - Acquisitions staff post the orders to check for overspending of funds; if overencumbered, Acquisitions cancels enough orders to bring the fund back into balance and returns the cancelled orders to the relevant selector.

- **The University of Akron**
  - Selectors/bibliographers are responsible for their own fund management; they have power to transfer from other accounts if overspending in any; Acquisitions notifies the Head of Collections or the selector if the bibliographer hasn’t made prior arrangements.
Sending the Order

- Bowling Green State University and The University of Akron send BISAC orders to YBP via e-mail

- Intentional duplicates are noted, so that YBP does not cancel order, as is routine for dupes.

YBP Receives Order & Ships Book

- YBP receives order – loads directly into internal system.

- At point of shipment, YBP can supply electronic invoicing, cataloging records, physical processing.
## Efficiencies

- **Easier sorting**
- **Easier sharing of information**
  - Faculty & Selectors
  - Selectors & Acquisitions
  - Library & YBP
- **Customization means fewer mistakes**
  - Slip views
  - GobiAlerts for faculty
  - Selection templates
  - GobiSmart
- **Less keying**
  - Templates
  - Automated dup checking
  - Electronic orders
  - Electronic invoicing
- **Fewer handoffs**
  - Selectors exporting
- **Standardized**
  - Decreased exceptions handling

- Books on the shelf more quickly = Better service provided to library users

## Staff Considerations

### Bowling Green

- Acquisitions welcomed the time savings - less paper, no filing, less time consuming, and NO paper cuts!
- Went from 30-40 student hours weekly to 14 hours
- One full time staff member resigned; if she had not, Acquisitions would be overstaffed
- The staffer who processes invoices has the time to develop budget spreadsheets in Excel, to help with book check-in when receipts are heavy.
- Have had many fewer problems with accuracy once we overcame the time-consuming bumps in procedures at the beginning.
- Acquisitions wishes we'd started doing electronic ordering earlier and that we'd now start using similar processes with other vendors
- Initially there was some concern by librarians at taking over traditional Acquisitions functions such as assigning vendor, fund, and other codes, but this is no longer an issue.
- Selectors can assign fund codes and can better track ordering themselves
- Selectors see the benefit in monitoring spending on up-to-date III fund reports
- GOBI refresher training is needed, especially if there's been a hiatus in orders over summer
Staff Considerations
Akron

- Coding responsibilities shifted from Acquisitions personnel to Collection Developers, which resulted in some difficulties at first for new Bibliographers who weren't used to any selection and ordering system; problems of matching YBP preferred fund and vendor codes, since difficult enough to remember our own 75 different codes; problems of some selectors accidentally ordering on other people's codes.

- For Selectors, the benefits of having some control over what was ordered and the status of the order, and fund management control, outweighed other difficulties.

- The inclusion of fund code information, and other YBP data, further helped Akron with its new fund allocation model and the creation of a new titles list to be sent to faculty.

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