

COLLECTIONS TEAM, 2024-2025

Overview:

The Collections Team is responsible for leading the development of the Library's general collections, which includes working in conjunction with subject liaisons and ensuring existing collections budgets are being spent efficiently. They ensure the campus community is able to provide feedback on the Library's collections and investigate new opportunities for resource acquisitions.

Library KPIs:

- Relevant
- Course Reserves
- Electronic Resources
- Online Catalog
- Physical Circulation

Objectives (includes timebound goals and projects):

Review the library's existing general collection resources and analyze usage.

- Why:
 - To maximize university investments through the library and responsibly steward university resources
- How:
 - Identify and analyze overlapping subscriptions in our existing collections.
 - Identify potential new subscriptions aligned with the library's collection development goals.
 - Create, maintain, and analyze circulation reports for both approval plan and firm order acquisitions.
- Success Looks Like:
 - Recommendations given based on analyzing a selection of our existing collection
 - Recommendations given on new subscriptions throughout the year
 - Reports shared with selectors and recommendations given on those reports
- Fall Update
 - On a monthly basis, usage statistics were reviewed of every collection due for renewal in 1-2 months. Recommendations were made to the Dean for renewal or cancellation per that discussion. We have made progress developing circulation reports for our approval plan and firm order titles, with a goal of producing reports to enable liaisons to make adjustments to their spending or to the approval plan.

Commented [K(1)]: I like the three objectives. Straightforward.

Ensure two-way communication with campus community about collections

- Why:
 - To ensure the campus is aware of existing resources and to provide an opportunity for feedback in case of changes to the collections
- How:
 - Identify underperforming electronic subscriptions.
 - Develop promotional plan to publicize and increase use of selected collections.
 - In conjunction with liaisons, develop process to gather patron feedback
 - Analyze community feedback 2-3 months in advance of renewal deadline.
- Success Looks Like:

Commented [K(2)]: We'll need a definition of underperforming.

Commented [A(3R2)]: Yes - maybe a first topic of discussion for the team.

- Cancellation or changes to underperforming subscriptions
- Collections promoted through Marketing and Communications Team channels
- Feedback collected on underperforming subscriptions
- Fall Update
 - During Fall 2024, we maintained contributions to the Library's newsletter, *Letters from the Library*, that promoted collections that we sought to raise awareness of. We also used the liaison program to reach and gather information regarding potential cuts when appropriate.

Make recommendations on collection renewals, new subscriptions, approval plan purchasing, and firm order areas of emphasis.

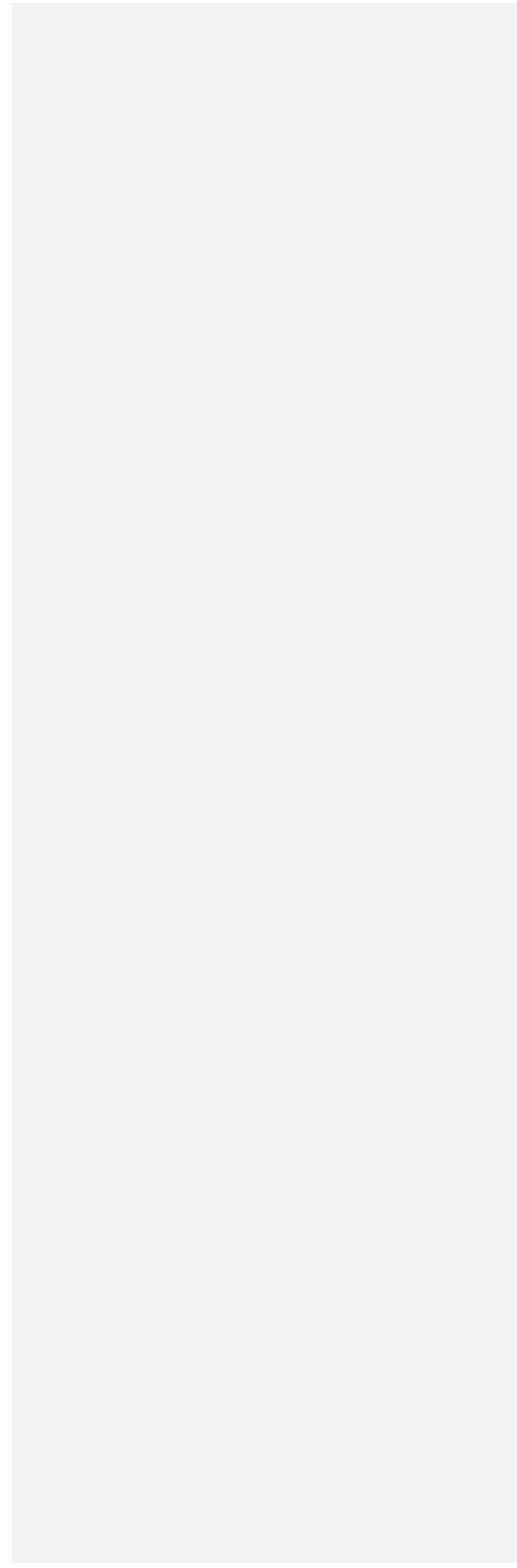
- Why:
 - To maintain a rich, diverse, and valued set of collections
- How:
 - Recommendation at least one month prior to renewal deadline for continuation or cancellation of each subscription resource.
 - Report to selectors and admin at least once per year on trends in firm order circulation
 - Report to selectors and admin at least once per year on trends in approval plan circulation, with recommendation for changes as needed.
 - Determine CPU standards (e.g., minimum acceptable usage) for non-journal content like A&I databases
- Success Looks Like:
 - Meeting renewal deadlines
 - Receiving feedback from selectors regarding trends in approval/firm order circulation
- Fall Update
 - We have met all of our renewal deadlines in the Fall 2024 with recommendations. We are currently creating/designing reports to send out to selectors regarding trends in book circulation. We have not yet addressed CPU standards for non-journal content.

Unit/Team Metrics:

Objective #1

- CPU reports for most electronic vendors based on Counter stats - SUSHI harvested or manually created if necessary
 - Fall Update: [Available here](#)
- Circulation statistics for approval plan collection
 - Fall Update: under development
- Circulation statistics for firm orders by LC range
 - Fall Update: under development
- % of subscription aggregator collections are compared for overlapping content
 - Fall Update: 0%
- % of print journals compared with electronic collection access
 - Fall Update: 0%
- % of titles from wish list that are added to collection
 - Fall Update: 1

Objective #2



- # of collections promoted
 - Fall Update: 12
- # of feedback responses received
 - Fall Update: 0
- % of renewals where feedback was used to make a decision
 - Fall Update: 100%
- # of collections with CPU increase after promotion
 - Fall Update: too early to tell
- # of collections with no CPU increase after promotion
 - Fall Update: too early to tell

Objective #3

- Circulation statistics for approval and firm orders
 - Fall Update: [under development](#)
- # of collections cancelled and \$ saved
 - Fall Update: 8 collections; \$74,656 saved
- # of new collections and \$ cost
 - Fall Update: 1 collection; \$12,000 cost
- % of deadlines met with a recommendation
 - Fall Update: 100%

Membership:

Jeremy Kenyon, Team Lead
Rami Attebury
Samantha Thompson-Franklin
Clinton Johnson
Rochelle Smith
Jylisa Kenyon

Reporting to:

Rami Attebury, Associate Dean