Overview and Objectives Document

DISCOVERY & ACQUISITIONS UNIT, 2024-2025

(updated 8/20/2024)

Overview:

The Discovery & Acquisitions unit acquires, maintains, and makes discoverable and accessible a wide variety of resources for library patrons. It does so by curating the library's general collection, including print, media, e-resources, and government publications, and by facilitating borrowing and lending requests from other libraries. To enhance the general collection, unit members review information about new products, renewals, usage, requests, and costs to make recommendations to library decision makers. The unit also fulfills patron requests via interlibrary loan, Summit, and digitization for resources not held by the library itself.

Library metrics:

- Electronic Resources (Primary responsibility)
- Physical Circulation (Primary responsibility)
- Resource Sharing (Primary responsibility)
- Course Reserves (Relevant)
- Online Catalog (Relevant)

Objectives:

- **OBJECTIVE #1:** Acquire, activate/process, and maintain accessible general collection resources in a timely manner.

  - **Why:**
    - To provide the university community with accessible, interdisciplinary resources needed for coursework, research, and lifelong learning.
  - **How:**
    - Investigating and communicating resource options to stakeholders.
    - Accurate and timely orders, invoices, processing, and activations.
    - Maintenance of discovery systems.
    - Accepting and processing general collection donations.
  - **Success looks like:**
    - Quick acquisition and availability of accessible resources that meet the needs of the university community.
    - Easy discoverability of available resources.
  - **Fall 2024 Update:**
    - During the fall, the following number of POLs were created: 131 ebooks, 1 e-journal; 631 physical books; 3 physical journals.

- The EBSCO ebooks clean-up project resulted in all but 359 ebooks fixed (from an original 5,000+)
- Autoholdings were set up for Elsevier, JSTOR, Project Muse, Ebook Central, Springer, Taylor and Francis, and Wiley.
- The bindery process resulted in 310 (306 periodicals, 6 books) items being sent to and returned from the bindery.

- **OBJECTIVE #2:** Continually monitor and assess use of electronic collections and, in conjunction with Library leadership, strategically manage subscriptions and acquisitions to maximize return on investment and utility to the university community.

  - **Why:**
    - To provide the widest possible range of useful resources in a financially responsible manner.
  - **How:**
    - Gather and analyze cost-per-usage statistics for ongoing electronic resources
    - Provide projections early in the fiscal year as to what subscriptions are the best candidates for cancelation at renewal time.
    - Develop and enact strategy for long-term planning by taking into consideration multi-year subscriptions.
    - Gather and analyze request data and purchase requests to identify collection deficiencies

  - **Success looks like:**
    - Accurate and timely review of subscriptions for decision-making purposes.
    - Low CPU subscriptions.
    - Staying within budget.
  - **Fall 2024 Update:**
    - The unit continued to provide CPU data and FY projects to the Collections Team for decision making purposes in advance of each team meeting. By the end of Fall 2024, the team had reduced expected inflation by $57,220 by cancelling underperforming subscriptions. Work on gathering and analyzing request data remains to be done.

- **OBJECTIVE #3:** Continually monitor and assess use of print resources and, in conjunction with Library leadership, strategically manage approval plan and firm order acquisitions to maximize return on investment and utility to the university community.

  - **Why:**
    - To provide the widest possible range of useful resources in a financially responsible manner.
  - **How:**
    - Gather and analyze circulation and cost statistics for firm and approval acquisitions
    - Gather and analyze request data and purchase requests to identify collection deficiencies

- Share CPU and subject trends with selectors.

  - **Success looks like:**
    - Accurate and timely review of circulation and cost statistics for decision-making purposes.
    - Steady or increasing use of firm and approval plan acquisitions.
    - Staying within budget.
  - **Fall 2024 Update:**
    - The creation of reports with circulation statistics for approval plan items began in the fall. A general report with all call number ranges was first produced. At the request of the Collections Team, two additional reports (with loan numbers, publication date, and receiving date) with individual call number ranges (E and QC) were produced. Work to create similar reports for firm orders will continue into Spring 2025 for comparison.

- **OBJECTIVE #4:** Ensure quick and accurate fulfilment of patron requests for items not currently held by the library.
  - **Why:**
    - To provide patrons with the resources they need for coursework, research, and lifelong education.
  - **How:**
    - Fulfill borrowing and lending ILL, Summit, and digitization requests.

  - **Success looks like:**
    - Steady or increasing fill rates.
    - Steady or decreasing cancellation rates.
    - Timely communication with patrons when challenges arise.
  - **Fall 2024 Update:**
    - A patron satisfaction survey was created and embedded in notification emails and the Illiad platform. Two responses had been received by the end of the semester.
    - Summit fill rates continue to be consistent with previous semesters
    - ILL lending rates continue to exceed borrowing rates, and appropriate team members will be meeting with our ILL rep in January to discuss how to adjust our automated rejection configuration and our fees structure to try and address this disparity.

Metrics:
- # of electronic collections spot checked for linking issues per year.
- # of POLs and invoices created each year (Can be found in Analytics)
- ~~# of new resources (print and electronic) acquired each year~~
- Beginning of the fiscal year inflation projections.
- Overview of previous year's CPUs for year-long planning.
- Overall cost per use for each renewal
- Aquisition costs and circulation numbers for approval plan by LC range and for firm orders by liaison fund.

> **Commented [AR1]:** This is redundant with the above metric.

- ILL
- Summit
- Digitization

Membership

Rami Attebury, Associate Dean (Acting Unit Head)
Samantha Thompson-Franklin, Collections & Government Information Librarian
Clinton Johnson, E-Resources Manager
Rachel Kerr, Library Technician/ERM Assistant
Matthew Strupp, Copy Cataloging Assistant
Abby Kirkham, Technical Services Assistant
Victoria Kerr
Dakota Willett
Dakota Woodward

Reporting:

Unit Head and Collection Development Librarian report to the Dean.

E-Resources Supervisor reports to the Unit Head.

Librarian Technicians report to the E-Resources Supervisor.

ILL Supervisor reports to Unit Head.

ILL Assistant reports to ILL Supervisor.