

# **Annual Report of the Collection Development Unit of Library and Media Services Western Oregon University**



**Fiscal Year 2004-2005**

Submitted to:  
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## Summary

Fiscal Year 2004-2005 was a year of progress for the Collection Development Unit. Continued melding of our unit, coupled with staff turnover created a lot of uncertainty, but we worked through it and have established an effective unit.

- New materials were added at a steady rate and patrons and materials were brought together through a variety of means, including physical library use, database use on and off campus and steady usage of interlibrary loan services.
- Staff were active and involved on campus and professionally, attending and presenting at conferences and meetings, participating in and offering training and otherwise staying current with pertinent issues and activities.
- Trends in purchasing, borrowing and access that have been observed in previous years continued and new opportunities arose and were taken.
- Student work continued to be crucial to the unit, both as student workers and through the intern program that has been established in the last few years.

# Staff



## **Staff**

Staffing levels for the Collection Development unit remained at 3.0 full time employees with 65 student hours split between interlibrary loan, acquisitions and archives. There was, however, turn over in staff. For the first half of the year, a trial reduced hour schedule was worked by Matty Davis and Michael Baird worked some hours each week for the unit. In March, the Library Technician III was vacated and a search to fill the position at that time did not yield an appropriate candidate to fill the position on a permanent basis. As an interim measure, the position was filled as a limited duration appointment (through December 31, 2005) by Catherine Drury, a former student worker in the unit. During her appointment, Catherine will be working on updating the interlibrary loan documentation and manuals, as well as supervising and training student workers. The search for a permanent staff member will be re-opened in late October or early November 2005.

Other staff in the unit remained stable, with Michele Kliever continuing in the Library Technician II position and Camila Gabaldón remaining as unit librarian.

## **Staff development and activities**

All staff in the unit participated in staff development this year, both on and off campus. Michele Kliever and Camila Gabaldón planned and gave an acquisitions training session for subject selectors and all unit staff regularly attended campus and library sponsored meetings and training sessions.

In the fall of 2004, Matty Davis attended the Northwest Interlibrary Loan conference and both Catherine Drury and Michele Kliever attended the Oregon Library Association (OLA) Support Staff Division conference in July. Michele also participated in online training for Ebsco journal orders and attended WorldCat Resource sharing training in Corvallis.

Camila Gabaldón attended the Online Northwest Conference in February, OLA Conference in April and Maps in Transition Conference at the Library of Congress in May. In October, she participated in a panel presentation on institutional repositories at the Oregon/Washington ACRL Conference at Menucha and in June presented two posters at the ALA annual meeting in Chicago. Throughout the year, Camila served on campus as curriculum committee secretary, as a member of the stakeholder's committee for the Dean of the College of Liberal Arts and Sciences, on the sesquicentennial and homecoming committees and on the undergraduate research task force. Professionally, she served on the OLA membership committee and ACRL Science and Technology Section Continuing Education Committee.

# Budget



## Budget

After a very tight year last year, library and teaching faculty alike were pleased to see an increase in the collections budget this year. Last year the average allocation per department was \$843. With the average cost of academic books being around \$50, the average allocation would have purchased less than 17 books. This year, however, the average allocation was \$1870, allowing for much more purchasing power for every department (37.4 books average).

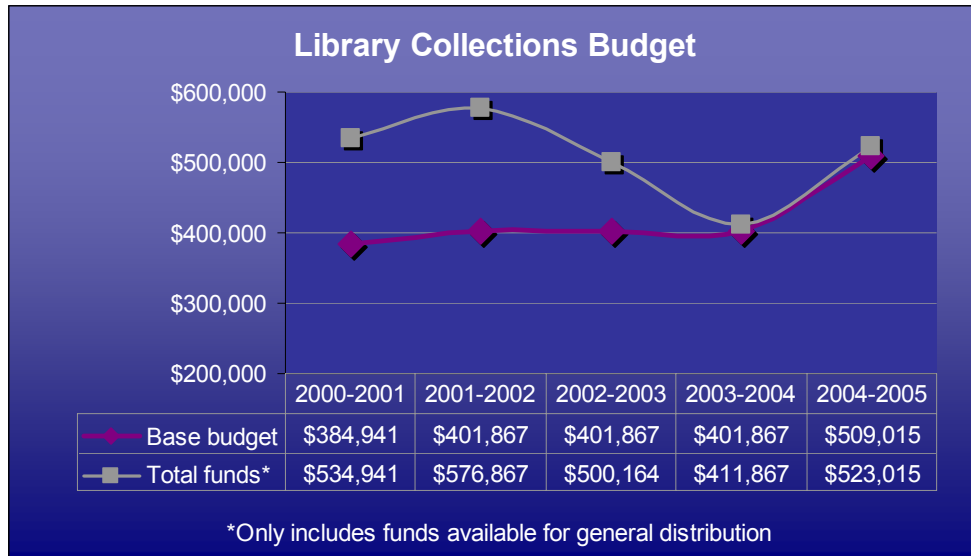
Base budget for collections for fiscal year 2004-2005	\$ 509,015
Curriculum funds	1,068
Year-end funds	14,000
Gift funds (designated toward specific funds)	28,435
Total additional funds	\$ 43503
Total collections budget (including all funds)	\$ 552,518
Budget Expended	Dollar Amount
Books and AV materials purchased	\$ 214,756.27
Serials	173,715.97
Databases	114,047.62
Services (OCLC, binding, ILL)	34,134.62
Total	\$ 536,654.48
Remaining gift funds (designated use; additional gifts were received during the year)	\$ 19535.19

Table 1. Collections Budget

Funds were distributed among academic departments using a slightly modified formula this year. Number of credit hours and courses offered by each department were again weighted for lower division, upper division and graduate credit. Additionally, based on library circulation during the previous fiscal year, any area comprising more than 10% of all checkouts, an additional 5% of the budget was allocated to them. This year, that meant an additional increase for literature and history, two areas which are heavily utilized in the library.

The in the past five years, the collections budget has seen highs and lows. While monies gathered while preparing for the new building were available (2000-2002), our ability to enhance the collections and purchase was greatly heightened. During that time period, most faculty requests were able to be purchased. As those monies tapered out (2002-2003) and, finally, disappeared (2003-2004) our purchasing power diminished with them and we were able to

purchase fewer and fewer of the materials our faculty requested, especially in high demand areas, such as history. A further hit to our budget during the 2003-2004 fiscal year was the addition of audiovisual materials to the collections and collecting responsibilities. When Instructional Media merged with the library, their staff and materials came, but no materials budget was included. This meant that our already tight budget had to be stretched further.



**Figure 1. Collections budget 2000-2005**

# Collections and Acquisitions



## Collections and Acquisitions: General trends

The number of items added to the collections has grown each year since we have moved into the Hamersly Library building, despite a fluctuating budget. Part of this has been the incorporation of collections such as the curriculum collection and audiovisual materials from Instructional Media. Another contributing factor has been the active gifts program, which has allowed the collection to grow even when the budget has not.

This year, more than 10,000 order records were created or updated, resulting in more than 19,000 items being added to the collection. These included firm orders for books and AV materials, standing orders for series, journals and items that were added to the collection through retrospective cataloging of IMS and government documents collections.

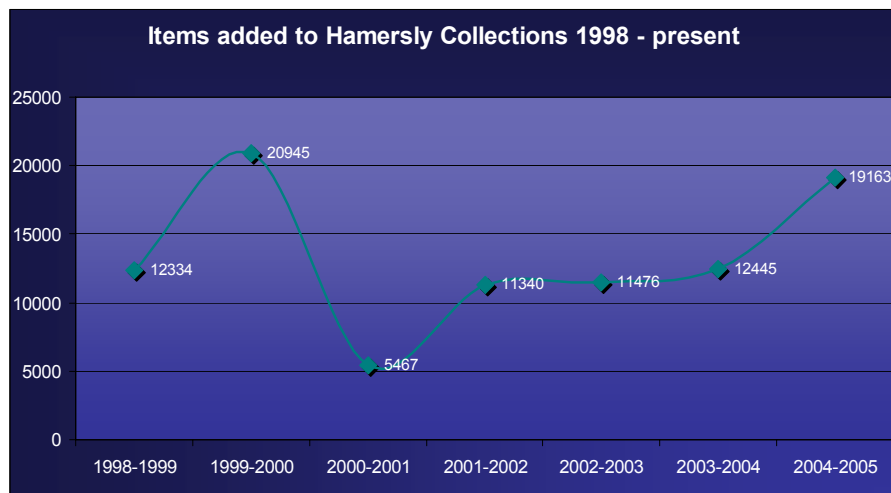


Figure 2. Items added to Hamersly collections

- **Books**  
More than 6000 books were added to the collections in 2004-2005. Of these, over 600 were reference books and 47 went into the archives.

The collection has continued to grow and, while a large scale weeding project might be beneficial in the next few years, it remains true to the curriculum and relatively current. At the middle of the decade, it is interesting to see that 10% of our items (Figure 3) are less than 5 years old and 42% is less than 25 years old.

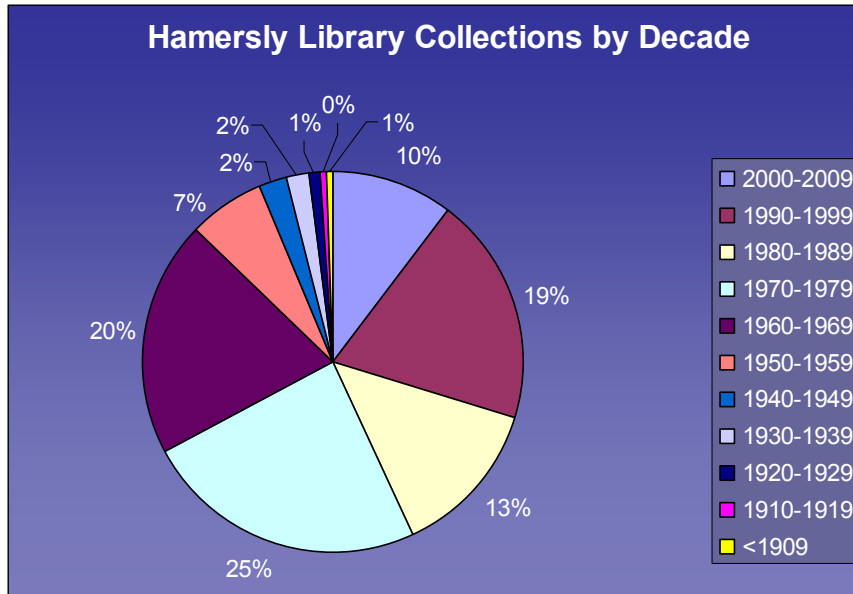


Figure 3. Age of Hamersly Collections

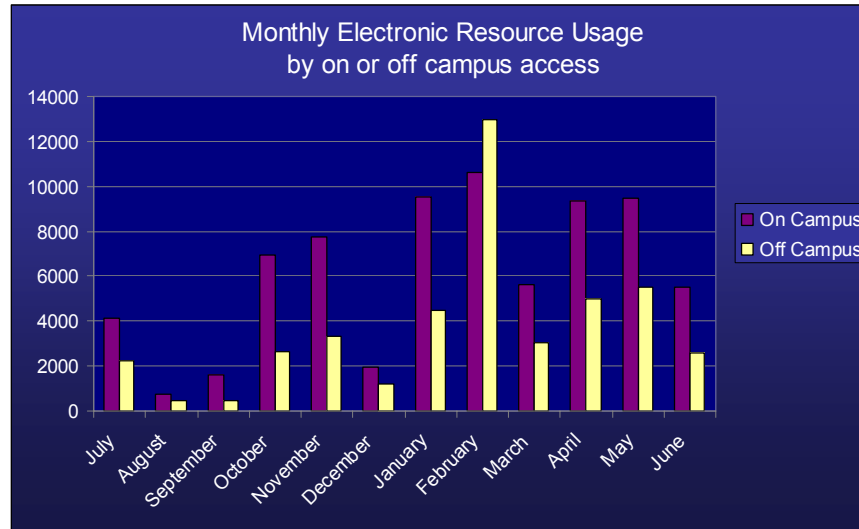
- **Journals**

This was the first full year of participation in two major electronic journal packages for WOU: JSTOR and Springer. These two packages added PDF full text access to more than 2000 journals for the students, faculty and staff of WOU. The PDF format offered by these packages is particularly important, because it remains the formatting and feel of the original article, including any charts, graphs or photos that were published with it and advertisements that may have been embedded.

Along with WOU's two other electronic journal packages, the American Chemical Society Journals and the PsycArticles collection, WOU currently has over 2100 journals under electronic subscription. Additionally, through our aggregator subscriptions, there are more than 17,000 additional serial titles (journals, magazines, newspapers, etc.) which can be accessed, partially or in full, by the WOU community online. Finally, WOU continues to subscribe to more than 900 titles in print.

- **Databases**

In FY 2004-2005, WOU provided on and off campus access to 121 databases through the proxy server. The access log for the proxy showed that the databases were accessed more than 97,000 times. Approximately 37% of this access was from off campus, indicating that our distance education students, students living off campus, faculty and other WOU affiliated groups are using library resources, even when they do not physically enter the building.



**Figure 4. Use of proxied electronic resources (includes databases, online journal subscriptions and eReserves)**

The Orbis Cascade Alliance, Electronic Resources Committee continued to explore options for providing access to additional resources at reasonable rates for consortia members and several large deals, including two deals with Elsevier Publishing, are currently being worked on.

- **Donations to the Hamersly Library**  
More than 1300 items donated to the library last year were added to the collections. The estimated value of these gifts was \$29,110. Our gifts program continues to be active and we are examining alternative methods for handling the excess in the coming year.
- **Audiovisual materials**  
Funding that came late in the fiscal year allowed dramatic improvement of our audiovisual collections this year. Our music collection benefited from the addition of more than 2050 CDs and more than 600 items were ordered for the video and DVD collection.
- **Special Projects**  
Throughout the year, members of the unit worked on several special projects to create or enhance collections. These included:
  - Developing an institutional repository based on the open source Dspace software. This repository can serve a number of purposes, including hosting technical and working papers produced by faculty at WOU, providing journal space for local publications and creating a forum in which collaboration can occur.

- Developing an Oracle openURL resolver based on the existing Journal Title List. The resolver will provide article level linking between our many different abstracting and indexing resources and our full text sources, including interlibrary loan.
- Selecting books, journals and other items in the archives to be cataloged and unsupressed in WOLF, providing easier access for individuals who might be searching for them.

# Interlibrary Loan



## Interlibrary loan

There were significant changes (beyond those in staffing) for interlibrary loan this year. The most important of these occurred in May, when OCLC discontinued their MicroEnhancer and Passport software for ILL. This meant a rapid transition to the web-based WorldCat Resource Sharing. Michele Kliever, along with staff from other units who were assisting with ILL, attended training sessions for this. After some initial difficulties, the unit has transitioned to this interface and is working efficiently in the new environment.

The department remained busy, but the trend of decreasing borrowing of materials continued. WOU patrons received more than 3639 (455 books and 3184 journal articles) items through interlibrary loan and WOU filled more than 4080 (910 books and 3170 articles) requests from other libraries. Our borrowing was down from last year by 743 items and our lending was decreased by 867.

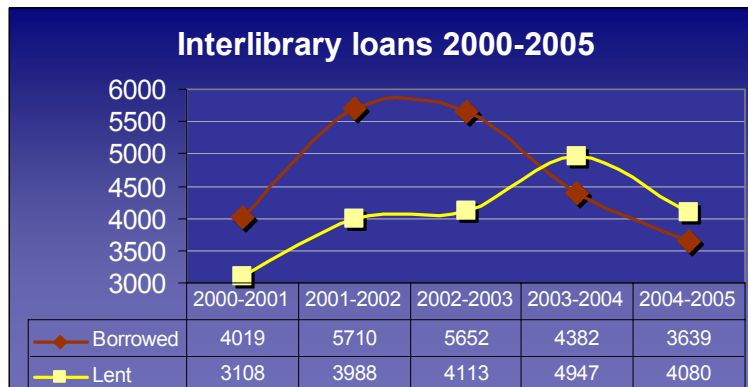


Figure 5. Interlibrary loan transactions at WOU

Since a high number of requests in the 2001-2002 fiscal year, the number of items borrowed by WOU has decreased every year. During this time, the number of entries for full text titles in the journal title list grew by more than 10,000. Some of the full text additions were:

- PsycArticles through Ebsco. Switching to the same vendor for PsycInfo resulted in the full text from one being linked automatically linked to the other in fiscal year 2002-2003.
- The upgrade to the Ebsco Premier packages (adding significant full text) in 2003-2004.
- JSTOR in June 2004.
- Full text Springer journal package in January 2005.



**Figure 6. Fees paid to the Copyright Clearance Center**

Each year, a report is filed to the Copyright Clearance Center and appropriate fees are paid, based on the number of requests that we generated per journal title. In 2005, we paid \$2,485 for requests during the 2004 calendar year. This was a drop of more than \$1,800. Some of this is due to a reduced transaction fee that was negotiated by the Orbis-Cascade consortium, but it was obviously related to the decreasing number of requests generated by our patrons. While exact numbers regarding our contract with Springer can not be put into a public document, the savings in one year more than covered at least that full text package.

# Archives



## **Archives**

As the sesquicentennial year approached, archives activities increased this year. Support for this historic event currently dominates our activities, but we have been involved with many projects and requests throughout the year.

Students in the unit this year were Jackson Stalley and Rebecca Mayer. They, in cooperation with Camila Gabaldón, curated a popular and successful lobby exhibit, “The Red Scare”, during spring term. Rebecca graduated during summer term and Jackson continues at the library for at least another academic year.

Plans to transition the immediate supervision of this unit to the Library Technician III were delayed with the lack of a permanent hire for that position, but it is anticipated that those duties will be transitioned when that position is filled.

## **Collections**

- The main goal for this year was to create an effective “map” of the archives storage room. A student worker, Jackson Stalley, spent significant time on this and developed a very workable prototype. This will continue to be refined and updated this year.
- More than 40 linear feet were added to the archives during this fiscal year. These materials came from campus offices, eBay, alums and other donors.
- Our web presence increased dramatically this year, with the addition of the President’s pages, buildings pages and training schools information.

## **Services**

- Archives staff provided reference services on a regular basis throughout the year. Monthly requests averaged more than 10, coming via email, telephone, USPS or in person.
- Staff were also involved with (and provided services to) planning committees on campus, including the homecoming committee and sesquicentennial committee.
- A history intern, Kris Bruner, worked in the archives during spring term, tracking the history and creating a web-based collection and timeline of the training schools in WOU’s history.
- Work and pieces were contributed to multiple exhibits throughout the year.