

**Library Self-study
Report from Departments**

Cataloging and Acquisitions	Name of reporting department
Sybil Strupp	Name of coordinator
Yan Liao, John Gallagher, Joan Gresens, Sue-Marie Rendall, Susan Sparapani, Anne Swenson, Kathy Wrycza	Names of other staff involved in unit self-study

1) Description of department or service

Acquisitions:

- Order and receive library materials in all formats
- Receive and acknowledge gifts in all formats
- Keep track of Library Allocations Budget
- Coordinate binding of materials (in-house and bindery)
- Organize and distribute library office supplies
- Distribute daily incoming mail for the building

Cataloging:

- Catalog and label materials in all formats for all library areas
- Inventory the collection
- Maintain the print collection
- Keep statistics of added and withdrawn materials

2) Who is served

- Library staff in all departments
- UWSP community (faculty, staff, and students)
- Stevens Point and surrounding communities
- UW System (through Universal Borrowing)
- All who have access to UWSP catalog (through Interlibrary Loan)

3) Staffing –

a. Levels (faculty, LSA-Senior,etc.) and numbers

- Faculty – 2
- Librarian Objective – 1 (unfilled since 2008 retirement)
- LSA Advanced – 3
- LSA Senior – 1
- Student assistants – 5 (27 hrs/week total)

b. Sufficient to meet service needs?

- Faculty – no (retired long time faculty not replaced in department; current faculty have many responsibilities in addition to cataloging, such as reference, instruction, supervision, and collection development)
- Classified
 - Acquisitions – no (one long term disability leave)
 - Cataloging – yes (potentially no, following two retirements)
- Student - yes

c. Well-qualified and trained?

- Both faculty and classified staff are very experienced.
- Faculty members are learning new duties.
- All student assistants except one are new to the library.
- Training and learning are ongoing, daily and as necessary.

4) Facilities – adequate for services?

- Space is sufficient to provide for good workflow through the area.
- Uneven (mostly cold) air temperature in the area makes working at a desk uncomfortable.
- Loading dock is inefficient and inadequate:
 - o No lift device to get items from ground to building entrance
 - o Vehicle exhaust fumes come into building
 - o Library staff must be available to unlock door to building
- Traffic and conversational noise in the room makes it difficult to concentrate.
- All workstations are not ergonomically correct.

5) Technology – adequate for users and staff? (hardware, software, tech support, lib webpage)

- The cataloging software (Voyager, Connexion) meets the work requirements.
- Computers assigned to staff and student workstations are too slow.
- Tech support is good but the tech staff is stretched thin.







6) Supporting statistics - CATALOGING STATISTICS

<u>Format</u>	<u>Year</u>	<u>Added</u>	<u>Withdrawn</u>	<u>Total</u>
	July 2002-June 2003			
paper (volumes)		7620	1695	342,390
paper (titles)		5870	486	262,315
audiovisual (titles)		629	131	13,823
	July 2003-June 2004			
paper (volumes)		8608	2003	348,995
paper (titles)		7188	618	268,885
audiovisual (titles)		539	100	14,262
	July 2004-June 2005			
paper (volumes)		7259	1503	354,751
paper (titles)		5424	589	273,720
audiovisual (titles)		790	107	14,945
	July 2005-June 2006			
paper (volumes)		6225	2020	358,956
paper (titles)		5090	657	278,153
audiovisual (titles)		762	339	15,368
	July 2006-June 2007			
paper (volumes)		5347	1686	362,617
paper (titles)		4371	889	281,635
audiovisual (titles)		560	695	15,233

7) Results of recent assessment activities

On the survey of campus faculty:

6. How satisfied are you with how quickly materials you request to be purchased and added to our collection are available to check out?

		Response Total	Response Percent
Very Satisfied		43	26%
Satisfied		64	39%
Neutral		21	13%
Dissatisfied		8	5%
Very Dissatisfied		2	1%
N/A		25	15%
Total Respondents		163	

For years the department has had as a goal of no or very little backlog.

8) Special projects underway or major changes being implemented

Special projects:

- Cataloging of the paperback science fiction collection housed in the IMC.
- Disposition of Specht collection of gift books.
- Weeding of both print and non-print materials in the IMC.
- Changing serials vendor from BroDart to Blackwell.
- Addition in online catalog of new SFX access to journals (FIND IT button).

Major changes:

- Process of ordering and processing replacements.
- Changing major vendor to Blackwell.
- Personnel, due to staff retirements.

9) Goals or desired directions of the unit

- Acquisition and organization of materials in all formats in a timely fashion.
- Update knowledge of cataloging changes (FRBR, metadata, RDA, etc.).
- Update knowledge of technology changes.
- Explore possibilities to discover realistic streamlined workflows.

10) Other information

11) SWOT analysis of department – see attachment.

12) SWOT analysis of Library – see SWOT appendix.



Department: **Cataloging/Acquisitions**

Participants: **Sybil Strupp, Yan Liao, John Gallagher, Joan Gresens, Sue-Marie Rendall, Susan Sparapani, Anne Swenson, Kathy Wrycza**

S.W.O.T. Analysis of the Department

<p>STRENGTHS (Internal)</p> <ul style="list-style-type: none"> • Knowledgeable, experienced staff • Minimal backlog to be processed • Wise use of financial resources 	<p>WEAKNESSES (Internal)</p> <ul style="list-style-type: none"> • Classified staff computers are slow • Faculty doesn't have enough time to catalog • Acquisitions staff time is currently inadequate for the tasks (due to long term disability leave) • Retirements resulting in loss of experienced staff
<p>OPPORTUNITIES (External)</p> <ul style="list-style-type: none"> • Workshops available to enhance learning • Transition to metadata cataloging standards • Partner with Web search services (Google) • Workflow revisions 	<p>THREATS (External)</p> <ul style="list-style-type: none"> • Acquisitions & Cataloging software doesn't work together • Acquisitions software requires too many steps • Low acquisitions budget • Extensive revision of LC cataloging rules

Strengths:

The staff in both acquisitions and cataloging is knowledgeable and experienced. All but one have been in the department for over 15 years. Acquisitions staff search effectively for the lowest prices for items. Catalogers maintain high quality bibliographic records in the catalog. Staff in both areas are conscientious about efficiently acquiring and cataloging new materials to make them readily and easily accessible to library users. The cataloging software meets the work requirements. In addition, the cataloging staff practices continuous collection maintenance and inventory by monitoring the print collection by LC classification number sections, searching for mis-shelved, missing, or damaged books.

Weaknesses:

Classified staff computers are older and slower, causing frustration. The University's system of faculty computer replacement followed by the Library's trickle down system of hardware replacement has not allowed for timely, needed replacements. Faculty catalogers are challenged with learning new tasks assigned after a faculty retirement and juggling them with various existing responsibilities, leaving little time for actual cataloging of materials. Acquisitions staff

time is inadequate to accomplish the ordering/receiving processes. Recent and pending staff retirements in the area result in loss of experience and wisdom; there will be additional time constraints if positions are not filled and if filled, training time for new staff.

Opportunities:

As technology changes the processes in acquisitions and cataloging are constantly being revised. This leads to opportunities for streamlining and refining workflows as well. Transitioning to metadata cataloging standards and partnering with Web search services such as Google make our catalog accessible to a wider audience than before. There are external workshops offered to help the transition process.

Threats:

The low acquisitions budget continues to have a negative impact. Acquisitions software is less efficient than it could be, requiring many steps to accomplish a task. The workflow between acquisitions and cataloging would be seamless if the software used in each area worked together. Extensive revision of cataloging rules (FRBR, metadata, RDA, etc.) will challenge catalogers to revise long held theories and practices.