

Efficient Collection Development and Acquisitions Practices in an Increasingly Electronic Environment

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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 III

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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 III

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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

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Selection from Approval Plan Bowling Green



B	LB	Theory and Practice of Education	LV245
Action	LC Range	Description	Fund
B	1-1024	General. Systems of education	
B	1025-1050.8	Teaching	LV244
B	1049.9-1050.8	Reading (General)	
B	1050.9-1100	Educational psychology	
B	1101-1139	Child study	LV244
B	1140-1500	Preschool education	LV244
B	1501-1593	Primary and elementary education	LV244
S	1594-1602	Industrial and vocational training	LV244
B	1603-1704	Secondary education	LV244
B	1705-2299	Teaching profession	LV244
B	2300-2800	Higher education	LV334
B	2801-3200	School administration and organization	LV243

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Selection from Approval Plan Akron

S 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]*

S HG Finance [**BAFIM**]

*Exclude **Practical Aspects** at the GENERAL ACADEMIC LEVEL.*

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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.

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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.

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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 GobiTween on GOBI; checks local system; OhioLINK and tight budgets are becoming more of a dominant factor; more rigorous and careful selection; having GobiTween information where status of any pending order is there helps to eliminate ordering duplicates.

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GOBI Local History

Slip Search Results - Microsoft Internet Explorer

Address: <http://www.gobi2.com/pages/slipssearch/SearchResultFrameset.asp?View=full>

GOBI Search Slips Orders Folders Approvals Continuations Options Library

Slip Results: 43 slips 43 / Est. Net: \$1,877.37 USD Page 1 / 1

Current Slip View: [none]

Slip Results: * sorted by class - In/nm ascending, then by date handled on approval descending

Title: KEY CONCEPTS IN BUSINESS PRACTICE. [slip sent \(09/01/2004\)](#)

Author: SUTHERLAND, JONATHAN [GobiTween \(5_book#42_slip\)](#)

Publisher: PALGRAVE MACMILLAN **Place of Publication:** BASINGSTOKE [All YBP/LRH Activity](#)

Pub. Year: 2004 **Page(s):** 294 P. [book jacket](#)

Binding: Paper **YBP Selects:** Supplementary

Series Title: PALGRAVE KEY CONCEPTS.

Series Type: Unnumbered Series

Series ID: 504763

LC Class: HF 1001.S8B 2004 **Contact Level:** GER-AC

LC Subject Headings: 1. BUSINESS-DICT. 2. MANAGEMENT-DICT.

YBP Interdisciplinary Topics: Business

Approval Note: ENCYCLOPEDIA OF CONCEPTS AND TERMINOLOGY.

Reference Type: Encyclopedia

Country of Origin: UK

ISBN: 1403915318 **LECN:** 2003-70295

US List: \$22.95 USD

Handled on Approval YBP: 09/01/2004 **Last Received YBP:** 08/23/2004

Est. US Net: \$20.66 USD

Library Note: (add...)

Slip Date: 09/01/2004 **Subacct:** 1030-05 **Fund:** BAGNM

Discounts: 10.00%

Title: INTERNATIONAL ECONOMICS AND INTERNATIONAL ECONOMIC POLICY: A READER. [slip sent \(09/19/2004\)](#)

GOBI 2 Home Site Map Account Structure Contact Us Feedback Logout

GobiTween Consortial History

GobiTween - Microsoft Internet Explorer

Address: <http://www.gobi2.com/pages/gobitween/franaset.asp?Item=6906645>

GOBI Search Slips Orders Folders Approvals Continuations Options Library

GobiTween
Information below combines activity on this title for all bindings and places of publication.

Title: KEY CONCEPTS IN BUSINESS PRACTICE. **LC Class:** HF 1001.S8B 2004

Author: SUTHERLAND, JONATHAN

OhioLINK

Library	Book	Approval Plans			Orders	Standing Orders
		Return	Slip	Block		
UNIV. OF AKRON			1			
BOWLING GREEN STATE UNIV.	1		1			
CAPITAL UNIVERSITY			1			
CLEVELAND STATE UNIVERSITY			1			
COLLEGE OF WOOSTER			1			
DENISON UNIVERSITY LIBRARY			1			
EDISON COMMUNITY COLLEGE			1			
FRANKLIN UNIVERSITY LIBRARY			1			
GEAUGA CAMPUS LIBRARY			1			
JOHN CARROLL UNIVERSITY			1			
KENT STATE UNIVERSITY			1	1	1	
LORAIN COUNTY COMMUNITY COLL.			1			

GOBI 2 Home Site Map Account Structure Contact Us Feedback Logout



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.

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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.

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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.

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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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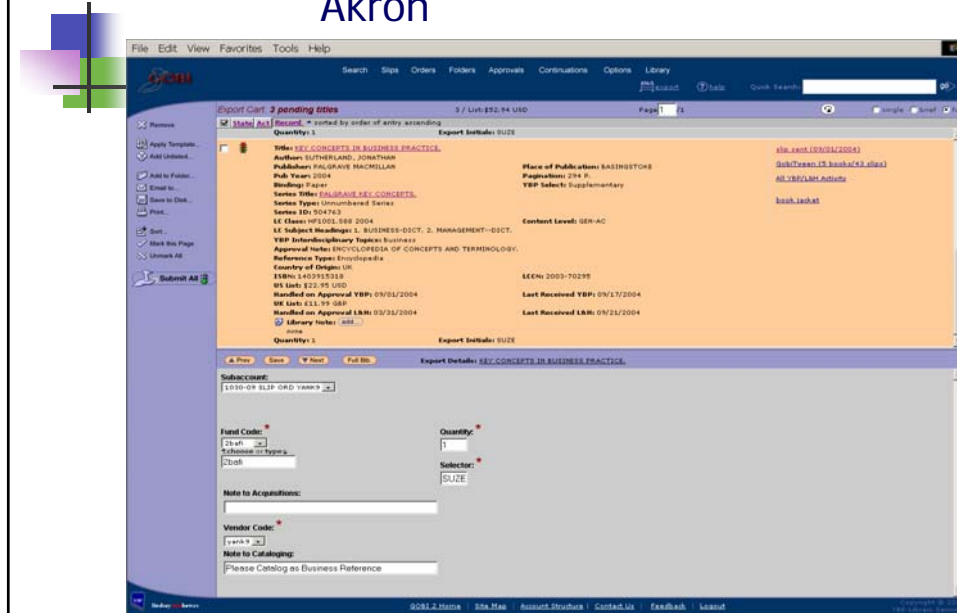
GobiSmart Export Screen Bowling Green

The screenshot displays the GobiSmart Export Screen for Bowling Green. The browser window title is "http://www.gobi2.com - Export Cart - Microsoft Internet Explorer". The page shows an "Export Cart" with 1 pending title. The book details are as follows:

Field	Value
Title	KEY CONCEPTS IN BUSINESS PRACTICE
Authors	SUTHERLAND, JONATHAN
Publisher	PALGRAVE MACMILLAN
ISBN	1403915310
Pub Years	2004
Binding	Paper
Content Level	GEN-AC
Series Title	PALGRAVE KEY CONCEPTS
US List	\$22.95 USD
UK List	£11.99 GBP
Subcontract	8167-08
Fund Code	ln314
Quantity	1
Export Initials	JLR

Below the book details, there are fields for "Fund Code" (ln314), "Quantity" (1), and "Initials" (JLR). There is also a "Notes to YBP Staff" field with the text "intentional duplicate" and a "Location" dropdown menu. A "Submit All" button is visible at the bottom left of the screen.

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

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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

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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 o "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

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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.

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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 dups.

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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.

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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**

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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

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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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