



Wichita State University Libraries: Technical Services Division

Annual Report FY 2007/2008

Key Statistics

Acquisitions:

Expenditures

Monographs

Serials

Periodicals

Electronic Resources:

E-books (purchased/leased): **244**

E-journals (purchased/leased/subscribed): **27,712**

Databases (purchased/leased): **204**

Gifts:

Gift volumes donated to the Libraries: (actual donations of books and other materials, not including purchases from gift funds): **880**

Binding:

Periodicals sent for binding 2007/2008: **2,450**
Monographs sent to bindery 2007/2008: **52**
Government Documents sent to the bindery 2007/2008: **102**
Total items sent to the bindery during the year: **2,604**
Total amount spent for Binding 2007/2008: **\$27,837.16**

Cataloging & Metadata

Print

Print Monograph Volumes Cataloged and Added to the Collections (Gross): **14, 971**
Print Serial Volumes Cataloged and Added to the Collections (Gross): **1, 797**
Print Periodical Volumes Cataloged and Added to the Collections (Gross): **3,574**

Microform and Audiovisual

Microfiche and Microfilm Pieces Cataloged and Added to the Collections : **4,083**
Music Scores Cataloged and Added to the Collections: **410**
Music and Sound Recordings Cataloged and Added to the Collections: **329**
DVD and Videorecordings Cataloged and Added to the Collections: **404**

Electronic

Access records added by staff: **5,507**

Federal Government Documents

Monograph (all formats): **2,812**
Serials (all formats): **3,524**
Patent Materials (all formats): **1,399**

Total Print Added, All Collections: 33,303

Records Added By Staff To Enable Access to Electronic Materials: 5,507

Records Added by Bulk Loads to Enhance Access to Collections or Electronic Materials: 33,542

Records Added by Staff to Provide Access to the Holdings of the Wichita Art Museum Research Library: 11,391

Total Cataloging Activity (not including staff upgrading and maintenance of bibliographic records in the existing database): 83,743

Major Accomplishments/Projects:

Compact shelving: In the Technical Services environment, this was the first year of a multi-year project. During the last fiscal year titles had been identified for relocation to "Compact Shelving", but this location within Ablah Library was more of a concept than a reality. As the space was enclosed during the year and individual volumes began to be moved into the Compact Shelving, Technical Services began to work with this major relocation project. First, based on the listing of book titles and print journal runs slated for compact shelving, many thousands of temporary location notes were added to the online catalog to alert the Wichita State University community and the library staff to materials moved into the Compact Shelving location. This was only the first phase of the work, as many problems with the initial lists had to be handled throughout the year and the note had to be very general in nature at this time. The initial lists, while certainly a good starting point, often overlooked title changes and other important information that affected final stacks vs. compact shelving choices for some materials. Many titles had not been linked prior to the start of the project, and some had never been entered into the Voyager database at all. Even if bibliographic records existed for titles, holdings information almost always was missing and needed to be created for the first time.

Compact Shelving, the new physical presence in the Libraries has so far evolved into multiple locations behind the secured walls:

1. *Compact Periodicals and Continuations.* Complete updating of some, but not most, titles has been completed. This will be a slow process, as the incomplete information on lists must be resolved, and most titles must be fully inventoried and verified prior to updating of holding and item level information. Approximately 10% of listed titles have been completed.
2. *Compact Monographs.* Work has barely begun on the Compact monographs.
3. *Compact Condition Issues.* Work on selected titles has been completed.
4. *Compact Government Documents.* One title run has been physically moved to this "sub-location". Given the extremely poor condition of many of these volumes, and the lack of available holdings data, work on this grouping has not begun.)
5. *Compact Folio.* 24% of listed titles have been completed so far.

6. *Compact Reference*. Although this location was recommended at the outset of the project, at this time no titles meeting this criteria have been moved to the Compact Shelving area.
7. *Compact Oversize Folio (Proposed)*. Requires discussion in a library wide forum.

Each title transferred to the Compact Shelving area requires updating of all available holdings and item records. By the close of the fiscal year, transfer work for 712 titles had been completed, or approximately 11% of the 6,400 list titles. Completion of this project will last far beyond the 2008/2009 fiscal year.

Participants in the 2007/2008 work: Initial notes phase: Laurie Allen, Diane Diaz, George Corbin, Connie Basquez, Sandy Oswald, Bev Henline, and Judy Lewis. The bulk of the record updating since this phase has been completed by Bev Henline and Judy Lewis, with occasional assistance from other staff members.

Continuing evolution of electronic resources activity with enhanced coordination between Technical Services, Collection Development, and Public Services. Under the direction of Mary Walker, Electronic Resources Librarian, the process of electronic resource problem resolution was improved, regular updating of electronic products was advanced, statistic and record keeping was re-evaluated and in light of new capabilities has been improved. During the year a troubleshooting guide was developed, multiple workshops related to different products were arranged and offered, and a process of removing incorrect e-journal information from Serials Solutions and the online catalog began. Mary Walker began to review license during the year (with the Office of University Counsel).

Selection of Electronic Resources Module (ERM) system: Task force chaired by Mary Walker investigated industry leading products in depth and selected Serials Solutions 360 Resource Manager and 360 Counter as the ERM system best meeting the needs of the Wichita State University Libraries. Needs identified by the committee included: ability to use customized fields and categories, ability to generate cost per use reports, ability to track and store statistical data and e-resource package and title information, compatibility with existing Voyager system, display of licensing information to end users as needed, system alerting for renewals, ability to have the product serve as a centralized source for account information, reporting ability, and ability to establish security levels within the ERM. Task force members included: Mary Walker, chair, Joe Barnes, Gemma Blackburn and Cathy Moore-Jansen; consultants to the committee included: Nancy Deyoe, Judy Lewis, Joan Wilson and Nan Myers.

Cleanup project prior to LTI annual load: Connie Basquez and George Corbin. Thousands of record problems were resolved in the database prior to the processing of the LTI annual base file.

Redesign barcoding of loose periodical issues. This project required recreation of barcode patterns, establishment of a new barcode work area, implementation of updated software and workflows. Project oversight was coordinated by Doug Weber.

Implementation of new book labeling capability in Cataloging. Since the 1980s the Cataloging Department has utilized a form of labeling based on an OCLC label format. While this process had worked fairly well, the process required extra use of OCLC. As OCLC has continued to change the manner in which libraries are charged for use of OCLC services, the Cataloging Department resolved to seek more cost effective means of label production. During 2007/2008, Connie Basquez (with some assistance from Gary Strawn of the Northwestern University Libraries) successfully adapted Strawn's Voyager labeling program for use at the Wichita State University Libraries. New label printers had to be purchased, but by the end of the year the new labeling process is functioning well and has been implemented by Cataloging staff.

Barcode Recreation. The Wichita State University print collection first began to be "accessioned" for a locally developed computer based checkout system in the early 1980s. The original OCR based accession number labels have not aged well and are prone to becoming detached from older volumes. This form of accession number label was also phased out in the beginning part of the current decade to be replaced with barcodes. All forms of accession numbering/barcoding have been prone to vandalism through the years; as a few potential book thieves have believed that if labels are removed from print materials the materials may be removed from the Libraries without being checked out. (While some believe this will deactivate the security system, it does not.) However, due to age and vandalism there has been a constant need to replace barcodes. Additionally, certain materials have come in multiple parts and have required additional barcodes, In 2007/2007 this problem was finally resolved with the purchase and implementation of equipment designed to replicate barcodes. This process was led by Connie Basquez, and has been very effectively used by George Corbin to resolve long standing problems with the score and parts titles at the Music branch library.

Begin to investigate Gary Strawn's Cataloger's Toolkit and MarcEdit. While project began in 2007/2008, is hoped to come to fruition in 2008/2009. If successful, will allow more database maintenance work to be completed in batch processing mode. Current project leaders: Sai Deng and Connie Basquez.

Early English Books: Addition of almost 32,000 records to database via bulk import (Nancy Deyoe and Erik Mallory from University Computing).

Location changer: Location changer is a program that can make changes to all the item records linked to one holdings record. After installing the program we contacted the developer and requested some changes and he was able to accommodate our needs. This product has proven useful with very large holdings records. We have installed it on one computer at this time and are planning to expand the use of it to additional computers. This effort was researched and implemented by Connie Basquez.

Scholarly Stats: Mary Walker investigated this product and recommended the purchase during this fiscal year. This product is designed to work with vendor platforms to collect use data which until this point has had to be collected and compiled manually. Following the agreement to purchase the product Mary implemented the new routines necessary to use the product capabilities fully. Collection and analysis of this e-resource data will be vital to the University Libraries.

Proxy server in Blackboard: This project allowed the Libraries to more successfully secure our electronic products, yet also allowed faculty and students easier use of the products via Blackboard. Mary Walker played a key role in this project.

Smooth continuation of Acquisitions Unit activity in the Absence of the Acquisitions Manager. This was possible due to the effort of members of the Acquisitions Unit: Joan Wilson, who undertook many increased duties; Doug Weber, who assumed Foundation payment work beginning in July 2007; Jack Robertson, who assumed even more cross checking of purchase activity ; and April Bohannon, also engaged in cross checking. All unit members also were engaged in more vendor and library contacts during the period the position was open. This at times led to a great deal of staff interruption and the necessity to prepare reports quickly upon demand.

Early Township maps of Sedgwick County: Sai Deng, Metadata Cataloger, participated in this project during the fiscal year. The grant-funded project under the auspices of the Special Collections and University Archives uses open source software to allow searching of a primary cartographic resource.

Enhancements to Library Service:

OPAC (Online Catalog) redesign. A library wide task force began a redesign process during the year. Outcomes of the redesign included specific keyword searching functionality improvements and a fresher look to the catalog. Task force participants from Technical Services included Sai Deng, as a committee member, and Nancy Deyoe, as a consultant to the task force.

SOAR. During 2007/2008 SOAR advanced from a development product to a production environment. Over a thousand records were added to the SOAR repository during 2007/2008; as of mid-year this represented 58 communities and 77 collections. The institutional repository has created a global platform of Wichita State University scholarship as OAlster, Google, and other harvesters routinely access SOAR. The ETD (electronic thesis and dissertation) protocols are now well established, and stable working relationships have been developed with the Graduate School and Anthropology program. Much documentation has been written; and workflow issues are evolving. Initial preservation practices are now in evidence. During 2007/2008 Susan Matveyeva was active in repository management and policy development, Sai Deng worked with metadata creation and creation of the Quick Guide, and Sandy Oswald joined the SOAR "team" by beginning to work on metadata records for the repository.

360 Link: This product allows students and faculty using the electronic collections of the Wichita State University Libraries to effectively search for and retrieve full text content from electronic journals and databases. Mary Walker took a leading role in this project.

Wichita Art Museum Research Library (see below)

Major Collections or resources donated, received, purchased or cataloged:

Wichita Art Museum Research Library. The Wichita State University Libraries were contracted by the Museum to catalog the Research Library collection. This contract was developed in compliance with a Luce Foundation grant to the Wichita Art Museum. Cataloging work began in August 2007; by the end of the fiscal year the two-year project was more than 93% complete. Participants in project during the year included: Nancy Deyoe, Connie Basquez, Diane Diaz, Judy Lewis, Laurie Allen, Sandy Oswald, George Corbin, and April Bohannon-Landrith. This important project supports the urban serving mission of the University and Libraries by allowing the Wichita community, Wichita State University students and faculty, and an international audience knowledge of the significant collections in the art museum's research library. Work during the year included cataloging of the monograph collections, initial work on the serial collections, and creation of more than a thousand individual artist files. By the end of the fiscal year 11,931 records had been added to the Wichita State University Libraries catalog representing these holdings; additional researchers will learn of the WAML holdings through the international OCLC database.

Item level cataloging of the Goldbarth Collection in Special Collections began this year. This is an extensive project which will highlight the work of Albert Goldbarth prominent poet and member of the Wichita State University faculty. By the close of the fiscal year, more than 1,000 records had been completed by Sai Deng with a bit of assistance from Laurie Allen.

EEB: This microfilm was obtained via transfer from the Kansas State University Libraries. Liorah Golomb and Cathy Moore-Jansen made arrangements and physically moved the many reels of microfilm. Technical Services arranged for representation of the microfilm and guides in the OPAC.

Other: A gift of sixty-one gift scores was cataloged and processed this year.

Public Programming Events Supported by Technical Services

Display case exhibits – Actual creation of the case display accomplished by Connie Basquez (at times with assistance from others)

- University Press of Kansas
- Influential Books in People's Lives
- Discover America
- Constitution Day
- Kansas Book Festival
- Lewis and Clark in the Indian Country (Mary Walker, Joan Wilson assisted)
- In Celebration of Women
- Study Change at Your Library
- Rotating Book Exhibits in the Reserve Reading Room often require expedited cataloging or record updating
- Presidents (with Bev's Postcards?)
- Banned Books
- Shocker Scholar's Festival: Creation of Faculty Author Notes (Nancy Deyoe) and beginning of Faculty Author Website (Deng)

Trends in Library Service that you believe will impact on the University Libraries during the next two years: Our Current Challenges

Cost increases in materials, products and services. Not only are costs of our information resources (books, serials, electronic information, etc.) expected to rise, but the weakness of the dollar in international markets is also impacting Acquisitions and the Electronic Resources positions. Costs of general supplies will increase as inflation rises in the United States. Transportation costs for shipping and mailing are increasing, and these will impact our purchasing as well (for instance, the binding contract expires in December, and it is expected that both the actual cost of binding will rise but also the cost of shipping volumes to and from the bindery).

Position vacancies continue to present challenges to Technical Services effectiveness. The open cataloger position, at this point unfilled for three years, is impacting both cataloging productivity and training for unit personnel. Parts of the Libraries – most specifically the Special Collections and University Archives have raised concerns about a lack of cataloging attention paid to their collections. The cataloging and metadata communities are currently developing new standards. Implementation of the standards will require changes in workflow and significant staff training; presently

these needs are not being met as the position remains unfilled. Likewise, the vacant position in the Systems Unit is impacting SOAR. System administration for DSPACE is needed, but current staffing levels do not permit sufficient technical support time focused on the institutional repository.

Electronic information is continuing to evolve very rapidly. Each year, it seems, a higher percentage of the Libraries budget is directed to acquisition of information in electronic formats. We have seen the print journal and index volumes evolve to e-journals and online databases. While e-books have been slower to catch on in a scholarly environment, this transition is expected as well. In an environment that is rapidly changing, we need a method of updating the library faculty and staff on our own resources and policies— perhaps a "Library 101" workshop to be offered semiannually or quarterly to library personnel to focus on changes in databases/new databases, changes in the OPAC, guidance from Circulation on current public policies, disaster/security training etc. Technical Services has a role to play in this, but this concept needs to be considered in a library wide forum.

Additional reporting and statistical data is needed. In order to obtain this information, the Computing Center will need to work with the Libraries. First, as large files of bibliographic records are "pushed" from vendors to the University Libraries, the actual record load is completed by Erik Mallory at University Computing. In addition to loading the files, accompanying reports indicating the success or failure of individual records within the loads should be sent to the Libraries. During 2007/2008 these reports have not been sent to the Libraries on a consistent basis; it is hoped that this can be improved in 2008/2009. Secondly, much of the work done by Technical Services is "database maintenance". This is work which is essential to improve the quality of the database and the access researchers have to library resources, but presently the Voyager logging of this work has been turned off. If the logging could be resumed, the Libraries should be expected to run reports collecting this logged data so that as the files grow they can be purged periodically from the system. Why is this information necessary? Traditionally, the effectiveness of the Technical Services operations has been based on "new" records. While new data is added to the integrated system, this is only one part of the picture and in order to develop a full picture of departmental activity this data is needed.

SOAR institutional repository needs to be added to the Library web page and better represented in the online catalog.

Customer service questions related to SOAR content began to emerge this year. While each has been handled effectively on a case by case basis, additional permissions may be necessary during the submissions phase in order to proactively address questions of intellectual property and data security.

Greater involvement of subject bibliographers in promotion of SOAR and identification of content appropriate for the repository.

Digital Preservation of SOAR and other collections.

Marketing of library services: SOAR, redesigned online public access catalog, and electronic products.

360 Search (Federated Searching): Implementation and use of this product will impact Technical Services a great deal in the near future.

Upgrades to and implementation of computer software and hardware: upgrade to Voyager 7, implementation of Electronic Resources Module (ERM), implementation of Voyager Analyzer, DSpace upgrade.

VHS and DVD cases continue to be stolen from Reserve area and George Corbin continues to have to replace the cases. This costs George's time and effort and replacement cases and supplies.

Successful hosting of the ELSUG conference. Should sufficient interest exist to hold the conference, it is scheduled for October 2008.

Personnel Changes

Arrivals and Departures:

Mary Walker joins the department as Electronic Resources Librarian.

During the year John Williams, Acquisitions Manager retired after more than twenty years of service to the Wichita State University Libraries. Following his retirement, a nationwide faculty search was undertaken to fill the revised position as Acquisitions Librarian. As the year ended, the University Libraries had selected Ginger Williams as incoming Acquisitions Librarian.

Changes:

Susan Matveyeva's title is changed to Institutional Repository Librarian and Cataloger.

Laurie Allen begins training on some Acquisitions processes: periodical labeling and binding.

Jack Robertson's position was upgraded to Library Assistant II.

Positions Not Filled:

Cataloger: (formerly known as the principal cataloger): Position has been vacant for three years and must be resolved in FY 08/09

Acquisitions Manager: Position is currently in shrinkage

Statistics

Statistical Detail 2007/2008 Cataloging

Print

	Volume Added	Volume Withdrawn	Gross
Monographs	15,191	-220	14,971
Serials	2,176	-380	1,797
Periodicals	3,593	-19	3,574
Inserts & Supplements	1,401	-1,013	388

Music, Map and Audiovisual

	Volume Added	Volume Withdrawn	Gross
Music Score	411	-1	410
Music Compact Disc	329	0	329
Video Cassette	22	-3	19
DVD	389	-4	385
LP	9	0	9
Map (LC classed)	2	0	2

Microforms

	Volume Added	Volume Withdrawn	Gross
Microfilm	200	0	200
Microfiche	438	0	438
Early English Books Microfilm Reels	3445	0	3445

Computer Software and CD-ROMs

	Volume Added	Volume Withdrawn	Gross
Floppy Disks	13	0	13
Monograph CD- ROM	183	0	183
Serial CD-ROM	24	0	24

Records Added to Enhance Access to Collections

	Records Loaded	New Records Added	Records Improved and Replaced
Early English Books	31,842	31,842	0
Gale E-Books	98	87	11
ACLS E-Books	1,602	651	951

Federal Government Documents

Monographs

Paper	999
Microform	685
DVD	26
CD-ROM	16
Electronic	979

Serials

Paper	3338
Microform	96
DVD	43
CD-ROM	47
Electronic	136

Patent Materials

Print Materials	62
Patent CD	2
Patent DVD	11
Patent Video	3

Other Federal Depository Material

Map	55
Poster	3
Video	2

Library Integrated System Statistics

(Based on Voyager Record Counts June 30, 2008)

Number of Bibliographic Records in the Database: 1,231,599

Number of Authority Records in the Database: 753,059

Number of holding records in the database: 1,280,585

Number of Funds in the Database: 15,229

Number of Vendors represented in the database: 251

Number of online Catalog Searches 2007/2008: 623,419