

Bloomington Library Faculty Council

Annual Report – Collection Development Committee
July, 2004

Members:

Roger Beckman (chair)
Michael Charbonneau
Lynda Clendenning
Jian Liu (BLFC liaison)
Monique Threatt
Carolyn Walters
Celestina Wroth

Contents:

Introduction
Charges and Accomplishments
Observations and Recommendations

Introduction:

The Committee worked with the Director of Collection Development and Digital Scholarship, Cecile Jagodzinski and Associate Director of Collection Development and Digital Scholarship, Julie Bobay in their ex-officio capacities. The Committee appreciated the assistance and support of Charla Lancaster, who was responsible for innumerable documents. She worked intensively on our behalf during the allocation process.

Charges and Accomplishments:

*1. Serve as an advisory body to the administrator responsible for collection development in reviewing the libraries' collections.

It was a very active year. Cecile Jagodzinski consulted with the committee extensively throughout the year on many issues including targets, strategies and priorities for the 2004 serial review, approval plan changes and funding, planning for an extended Collection Managers' meeting in January, 2004 that focused on larger collection issues, and relevant training for collection managers.

*2. Review and recommend to the Dean the allocation of the library materials budget according to the research, instructional, and service needs of the university.

For planning purposes, the Committee accepted Cecile Jagodzinski's recommendation that we assume a standard increase of 0% for monographs and a 7-10% cut in serials for 2004-05. Although the Committee kept in mind that serials would have to be canceled at

the same time we recommended some reallocation of our total resources to meet the needs for new and additional resources based on changes in the curriculum and new programs. A three part form similar to the one used last year was used for the request process. Part I was required of all collection managers and asked for information on the state of the fund and measures taken to manage it. Part II was used only if the collection manager wished to request base increases above the standard. In Part III collection managers could recommend acquisitions or projects to be funded on a one-time basis only. The budget request form was revised and the first question asked that collection managers included information on programmatic changes or new research initiatives that affect their fund.

The committee met intensively in March and April to review and discuss the requests and make recommendations on fund allocations. Committee members followed up with individual collection managers if there were questions arising from the requests. Several rounds of one-time purchases were approved. After approval by Dean Thorin several of those selected in the first round were purchased. In May more items approved by the Committee were purchased but this was a very limited group due to greater expenditure of the material budget than in past years. The final allocations for FY2005 will include an overall cut of 10% in the serials budget, an 8% increase for serials inflation, and a flat monographs budget.

*3. Manage the general fund.

Note: The 2002-2003 Committee recommended a change for this charge, approved by BLFC and submitted to the Constitution and Bylaws Committee, as "Recommend ways to ensure collection managers' input into the use of funds designated for general or strategic needs." The proposal was presented to the library faculty for a vote by mail and was approved by a majority of those members voting.

*4. Appoint liaisons to a) any Endowment committee(s), b) Bloomington Electronic Resources and Services Committee (BERSERC), and c) any other committee formed for the purpose of dispersing special funds to the Libraries' collections (the necessity for such a liaison being determined in each case by BLFC or the Committee itself).

Monique Threatt served as liaison to the NEH Endowment Committee. Celestina Wroth served as the CDC liaison to BERSERC. Roger Beckman, chair of the Collection Development Committee, and Carolyn Walters, chair of BERSERC, served as co-chairs to the combined BERSERC/Collection Development Committee that reviewed new resources requests. Lynda Clendenning and Celestina Wroth also served on this joint committee as representatives of the Collection Development Committee.

*5. Review policies and procedures in the collection development process.

The Committee advised Cecile Jagodzinski on changes to policies and procedures for the approval plans and recommended that all fund managers move from paper slips to electronic notification from Blackwell's by July 1, 2004.

6. Plan and sponsor workshops relating to collection development management during both the fall and spring semesters.

The Committee sponsored two sets of IUIE workshops including Excel training for collection managers in October and December 2003 and advanced workshops in February 2004. The web interface to the IUIE has been a significant improvement and knowing how to access and manipulate these data is essential for Collection Managers. Each collection manager can perform budgetary and collection analysis quickly and easily and retrieve information to help fill out the budget request forms.

The Committee assisted in the planning for an extended Collection Managers' meeting (a mini retreat) held in January 2004 that focused on larger collection issues. It was an opportunity for collection managers to discuss "big issues" that face us. One of the outcomes of the meeting was the formation of a digitization committee.

7. Review the roles and relationships of CDC relative to BERSERC in light of the review of BERSERC now taking place.

Lynda Clendenning, Carolyn Walters and Roger Beckman were members of the Committee to Review the Role of BERSERC. A final report with recommendations was submitted to Cecile Jagodzinski on October 29, 2003.

*Charges 1-5 are standing charges to the Collection Development Committee.

Observations and Recommendations:

1. Advising the Director of Collection Development and Digital Scholarship

As in the past, the Collection Development Committee worked most intensively during the budget allocation process during the spring semester. However, it became clear as the fall semester proceeded that advising Cecile Jagodzinski is an important part of the Committee's work. A more intensive start for the Committee's activities would be beneficial in the coming year in order to be well positioned to do this.

2. Managing Funds

Recommendation: The Committee recommends that the 2004/05 Committee be charged with organizing workshops relating to collection management during both the fall and spring semesters.

RB 7/15/04