

Annual Report – Collection Development Committee, June 2002

Members:

Moira Smith (chair)
Elizabeth Hanson
Monique Threatt
Grace Jackson-Brown
Jo McClamroch
Andrea Singer
Martha Brogan (ex-officio)

Charges and Accomplishments

1. Serve as an advisory body to the Director for Collection Development in reviewing the libraries collections.
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 Martha Brogan's recommendation that we assume a standard increase of 5% for serials and 0% for monographs for 2002-03.

Because collection managers were sometimes confused in filling out the budget request form last year, the committee worked hard to simplify the form for both collection managers and the committee. The revised form was divided into three parts. Part I was required of all collection managers and asked for information on the state of the fund and measures taken to manage it. We added a section to record base transfers into or out of funds. Part II was used only if the fund 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. Depending on their requests, collection managers could fill out Part I alone, Parts I and II only, Parts I and III only, or all three parts of the form.

The committee met regularly in March and April to review and discuss the requests and make preliminary recommendations on fund allocations. Committee members followed up with individual collection managers if there were questions arising from the requests. To expedite the review, we first considered all the requests that sought base increases above the standard. We then reviewed the remaining requests for standard base increases. Finally, we considered all the one-time purchase recommendations.

Of 80 budget requests received, 30 requested base increases above the standard. In addition, 23 fund requests included a total of 68 one-time desiderata.

3. Manage library materials Fund 39. Lead discussions on appropriate policies, procedures, and responsibility for management of this general fund.

Based on prior CDC recommendations, Martha Brogan suggested that responsibility for fund 39 might be assigned to the new Assistant Director for Collection Development, and the committee

agreed. [Martha Brogan has discussed this with Cecile Jagodzinski and announced the change on the Collection Managers distribution list.](#)

4. Appoint liaisons to a) any Endowment committee(s), b) [BERSERC](#), and c) any other such 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). [This section of the By-laws should be corrected.]

Monique Threatt served as the CDC liaison to the NEH endowment committee, while Elizabeth Hanson continued as the CDC liaison to BERSERC. We believe this section of the Bylaws is now corrected. Bob checked with BLFC and Moira checked with Julie Nilson as past secretary of BLFC. Moira worked with Andy Spencer from the Constitution and Bylaws Committee to draft changes to this section.

5. Review policies and procedures in the collection development process.
6. Through the liaison to the Bloomington Electronic Resource and Services Committee, recommend ways to ensure collection managers' input into the use of Fund 30.

When reviewing one-time requests during the annual materials budget review, CDC has recommended that collection managers forward some of their suggested acquisitions to either BESERC or the NEH endowment committee. The committee recommends that in addition, CDC should forward its recommendations directly to BERSERC (and incidentally, to the NEH committee) through its liaisons.

7. Plan and sponsor a workshop for collection managers focusing on information bibliographers need to prepare informative and useful budget request proposals. Collaborate with the Continuing Education Committee.

The Committee planned and held two workshops for collection managers in February. The revised materials budget form was distributed via the CDC web site (~libcodev/cdc/) in late January, allowing collection managers to review it and bring their questions to the workshops. At the workshops Martha Brogan discussed this year's planning assumptions; Moira Smith and Elizabeth Hanson provided detailed instructions and recommendations on how to fill out each section of the form; and Kay Martin showed us how to extract the relevant fund information from Unicorn Workflows. The workshops were well attended, and judging by the improved quality of the majority of budget requests this year, they were effective. The timing of the workshops may also have contributed to the fact that this year virtually all the requests were received on time. We recommend that similar workshops be held next year.

8. Develop a draft for a collection management manual.

We had some preliminary discussions on this topic, but then our other responsibilities pushed this one to the side. We also thought that the new Assistant Director for Collection Development should be involved in this project. [As a result, Martha Brogan gave Cecile Jagodzinski this assignment.](#)

9. Develop a philosophy and guidelines for the disposition of negative and/or positive balances in funds, with special attention to ensuring that procedures for year-end reallocation decisions promote a process of input from all bibliographers. Consider the

specific recommendations about availability for the common good, deadlines for reallocating monies to the pool, and timely communication with bibliographers.

Martha Brogan suggested that she would look into this along with Gail McKenzie and Cathy Mccarnes. We have recommended a revised form of this charge for next year's CDC.

10. Consider appointing subcommittees to work on specific charges.

Recommended Charges for Next Year's Committee (in addition to standing charges):

- Plan and sponsor another budget request workshop or series of workshops for fund mangers
- Advise and consult with Acquisitions and the Director of Collection Development to re-examine the following issues: a) calendar for spending; b) fund encumbrance schedules; c) changing fiscal rollover procedures
- Recommend ways to ensure collection managers' input into the use of Fund 30 and also Fund 62 (Strategic Fund)