

# 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

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- 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

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- 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>B</b>	<b>LB</b>	<b>Theory and Practice of Education</b>	<b>LV245</b>
<b>Action</b>	<b>LC Range</b>	<b>Description</b>	<b>Fund</b>
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

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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

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- 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

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- 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

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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/slipsearch/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/nlm ascending, then by date handled on approval descending

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

Author: SUTHERLAND, JONATHAN [GobiTween \(5 books/42 slips\)](#)

Publisher: PALGRAVE MACMILLAN Place of Publication: BASINGSTOKE [All YBP/LRM 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 LCCN: 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 \(09/18/2004\)](#)

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=4906645

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		Block	Selected	Orders		Standing Orders	
		Return	Slip			Open	Filled	Series	Volume
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						
GAUGA 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

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- 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

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- 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

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- **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

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## Exporting

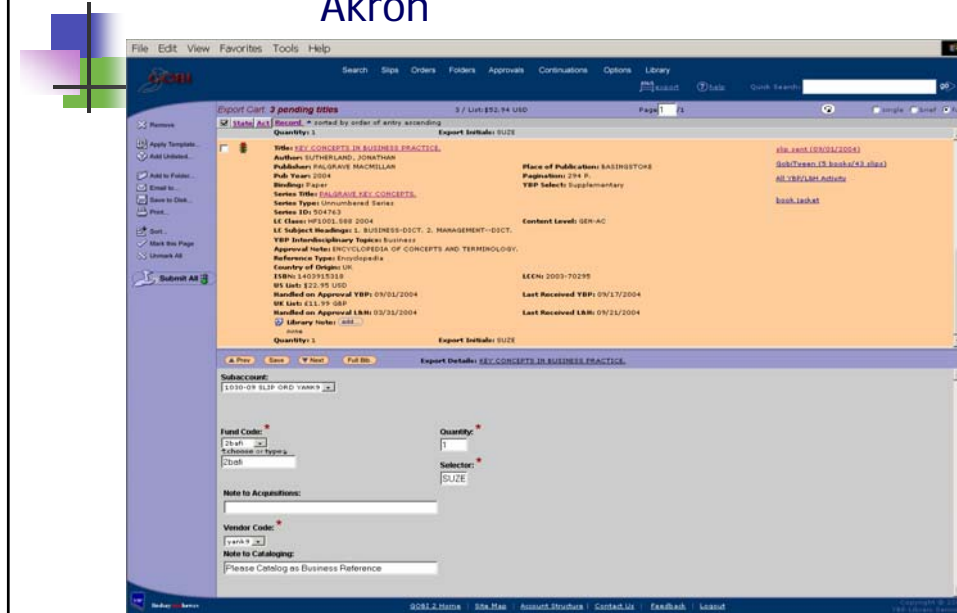
- **Bowling Green Acquisitions**
  - Retrieves the previous day's selections
  - Puts them in GOBI export cart
  - Proofs them
  - Exports
  - Note: BSGU Acquisitions is not authorized for selection, only exporting
- **The University of Akron Selectors**
  - Export at point of selection

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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 one pending title. The title is "KEY CONCEPTS IN BUSINESS PRACTICE" by SUTHERLAND, JONATHAN, published by PALGRAVE MACMILLAN. The ISBN is 1403915310. The price is \$22.95 USD. The quantity is 1. The fund code is Im314. The location is JLR. The subaccount is 8167-08 FIRM ORDER-APPL. The screen includes a "Submit All" button and a "Notes to YBP Staff" field with the text "intentional duplicate".

## 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

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- 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

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- 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

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- 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

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- **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

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- 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

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- 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

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- 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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