

COLLECTION MANAGEMENT SERVICES ANNUAL REPORT, FY 2003-2004

Highlights

1. *NEH Proposal.* In June 2004, the Libraries completed a proposal to the National Endowment for the Humanities for the July 15, 2004 submission deadline. We requested two years of funding to improve access to and conserve the papers and books of William Barton Rogers. Activities include EAD markup of the finding aid, rare book cataloging for the book collection (1,050 titles), and conservation for the papers and selected books. The NEH will announce the awards in March 2005; if we are funded, the project will begin in April 2005 and run through March 2007. The proposal team (Tom Rosko, Nora Murphy, Heather Kaufman and Jennifer Banks) is grateful for the assistance of Carol Fleishauer, Stephen Skuce, Christine McCarthy, Graham Howard, Robin Deadrick, Macrina Rizzo, Jim Mullins and Keith Glavash.

This is the first proposal we have prepared in recent years, and we began by learning about the funding environment through a NELINET workshop on grant writing. To determine which funder would be a good match for the project, we explored the IMLS (Institute of Museum and Library Services) tutorial and the NEH guidelines. After a conference call with the NEH program officer, we decided to work on an NEH proposal and spent the next seven months analyzing the collections, creating a work plan, preparing a justification statement, building the budget, and assembling the proposal. Three scholars provided letters of support, citing the need for new research on Rogers who has often been overlooked despite his importance in 19th century science and technology and his invention of the science-based technology education.

2. *Digitization Projects Infrastructure.* To see whether an “off the shelf” system might be a suitable way to begin building a digitization program, we explored two products: CONTENTdm and Greenstone Digital Library. CONTENTdm is a commercial system offered through OCLC, while Greenstone is an open source system. Through learning about each system, exploring the applications made by other institutions, and creating test files with our own content, we assessed the strengths and weaknesses of each system. Both systems offer enough capabilities to be useful, but only Greenstone could be used with METS. Even though Greenstone would require more MIT staff time for set up, there is a very significant benefit over time to using a METS-compatible system. It could be linked with DSpace or other METS-compatible systems without our having to recreate metadata. Our report (June 2004) brought us part of the way to a full understanding of the costs and impacts of a digitization program, but there are still important issues to be explored.
3. *Journal Use Study.* In anticipation of the need to cancel serials for 2005, a project was developed to collect use data on journals throughout the library system. This project was planned to serve several purposes; primarily, it would produce data that could be useful in cancellation discussions with faculty, and would give librarians additional information to consider in reaching decisions. It was also seen as a way to benchmark the use of print journals and compare that data against electronic journal use levels.

Individual libraries have carried out use studies, but there had not been a system-wide study. The early planning revealed that Barker Library had already developed a well-designed method for conducting a use study, and had collected data for several months without incurring an excessive workload. The Barker project was assessed by various groups and adopted as the best way to conduct a broader study. Craig Thomas, LTE for Barker, who had developed the database for Barker’s project, adapted his system for use by the other libraries. Processing staff, circulation staff, systems staff, Christine Moulen and Kim Maxwell all contributed to preparation and/or implementation of the project. Libraries had the option to collect data on both in-house and circulation use, or rely on Aleph data about circulation and concentrate

efforts on in-house use. Some central funding was made available to libraries to put more student and casual hours into the project.

Upon completion of the data collection, Craig produced a FileMaker database for each library. The data can be sorted in a variety of ways to focus on particular interests. The Collection Managers have reported that the data was used in cancellation decisions, but that the period of data collection was too brief to produce valid results for many titles. Overall the data was valuable, and there is strong interest in finding a way to continue the project, or repeat it on a regular basis.

4. *Serials Cancellations.* The Libraries are continuing a process to re-establish control over the titles we acquire/license for the MIT community, ending or modifying some of the package deals that have dominated our budget and title list in recent years. Some packages require that we buy all titles, wanted or not. While the package pricing and benefits have been attractive, the publishers have been locking us into price increases with little or no room to cancel. For both budgetary and collection management reasons, inflexible packages are no longer a good solution for us. This year, the Wiley and Elsevier titles were under review. Some additional cancellations from the rest of our title list will be required to balance our serials budget. Decisions will be finalized later this summer.
5. *Conservation Laboratory.* FY2004 was first full year of productivity for the new Conservation Laboratory in Preservation Services. As the year began, the conservator completed the equipment purchases and organization of lab procedures, and began taking on more complex work. The conservation technician joined the staff in August 2004. Activities included:
 - treatments for 311 items, including books, maps and architectural drawings;
 - selection and ordering of a stereo microscope and a direct suction table;
 - continued the rare book survey in tandem with rare book cataloging; surveyed selected books, manuscripts and archival collections from Rotch Limited Access and the Institute Archives;
 - assisted with planning the Archives Storage Center and preparing items to be moved; provided quick stabilization for 1,987 volumes;
 - produced the conservation sections of the NEH proposal, surveyed 160 Rogers books and 4,000 letters, edited and compiled the final proposal sections for submission to the NEH.
 - participated in nine presentations including the Tech Tour for MIT alumni in June 2004.
6. *Non-Text Survey.* The survey data reported in FY2003 was expanded by the addition of data on about 70 collections in the Institute Archives. The group (Theresa Tobin, Michael Leininger, Liz Andrews, Heather Kaufman, and Jennifer Banks) assessed the survey responses and decided to build a database to structure the information for further analysis. The data was entered into a FileMaker database and a variety of reports were generated around the topics of intellectual control, physical condition, priority, and accessibility. The group decided to present the data to DLG/TSAC in a simpler way with just a few sample reports for discussion. It was agreed the database would be made available on Turnpike where local units would be able to study their own results. Follow-up analysis of the data will continue.
7. *Archives Storage Center.* Planning continued for the Archives Storage Center, with the additional participation of Heather Kaufman on the group, and the assistance of Christine McCarthy and Kate Beattie in preparing materials for the move. Delays have caused the move to be rescheduled for FY2005, but the extra time was useful for completing the preparations under less pressure.
8. *Audio Preservation.* Preservation Services added a new service -- audio preservation -- as the first stage of building a broader capability to preserve non-paper materials. The technology is provided by outside vendors, with the Preservation Services managing project planning and vendor selection. After attending the "Sound Savings" conference on audio preservation last summer, the Preservation Services Librarian worked with Archives staff to create a worksheet/survey form. In a pilot project, fifteen tapes from the Edgerton collection were sent to a vendor for reformatting. One of the Edgerton tapes had broken and could no longer be used by researchers. As a result of this introductory project, the Archives now has

CDs for public use, as well as preservation master copies and reference copies. Preservation and Archives will continue reformatting/preserving audio materials, depending on internal funding and grants. As reported in the Non-Text Survey (see 6. above), the Libraries hold hundreds of older audiotapes that must be preserved before the tapes deteriorate too far for data recovery technologies to be effective.

Ongoing Activities

1. *Dewey Decimal Project.* FY2004, the sixth year of the monographs project with OCLC, brought us much further into the science and technology subject areas. The OCLC project will run through June of 2005, by which time the standard monographs in all the DDC subjects will have been cataloged. A total of 11,896 monographs were processed and cataloged this year. Serials catalogers worked on 2,082 serials volumes to produce 460 cataloging records. Combining the output from the two work streams, over 14,000 volumes were added to Barton and stored at HD.
2. *Journal Article Delivery.* The RSC scanned 1,351 articles that were ordered via WebDocs this year compared to 1,216 requests in the first year.
3. *Storage Activities.* The Storage Guide for Local Processing was updated in the Processing Committee, and posted on the RSC page in the staff web site in November 2003. It incorporates all the changes for Aleph procedures and clarifies other aspects of the storage workflow.

RSC circulation increased from 13,499 in FY2003 to 15,027 in FY2004. The number of on-site visits by users decreased from 303 to 229 (of the 229, 120 were MIT and 109 were non-MIT). One factor influencing these changes is "Your Account" which is popular with users.

High-circulation journal titles were barcoded in summer 2003. An on-going project, begun in November 2003, has produced another 9,700 barcoded journal volumes. Also helping to reduce the number of unbarcoded volumes is the serials cataloging project encompassing both DDC and unclassified journal titles.

Libraries sent 48,241 volumes to storage (RSC and HD) this year. Dewey, Humanities and Science accounted for about 38,000 of these volumes. The Lewis Music Library has reached capacity and stored almost 1,000 journal volumes (mainly JSTOR titles) this year. In preparation for incorporating the Schering Plough collection, the Science Library sent almost 19,000 volumes to storage in the spring months. Of the 48,241 transfers from the libraries, most went to HD; only 5,078 volumes were added to the RSC's shelves.

The RSC pulled over 20,000 volumes for transfer to HD. These transfers resulted from the DDC project (mono. and serial), and other shifts to make room for incoming volumes from Science and Music. As has been the case for several years, the RSC has avoided adding new volumes to the first floor while the space change plans are pending.

A total of 63,695 volumes were transferred to HD, making this our highest rate of HD storage since FY2000.

Storage summary:

RSC	HD	TOTAL
Libraries to RSC: 5,078	Libraries to HD: 43,163	48,241
	RSC to HD: 20,532	20,532
TOTAL 5,078	TOTAL 63,695	68,773

4. *Preservation Activities.* In addition to the activities reported in the *Highlights* section (NEH Proposal, Conservation Laboratory, Archives Storage Center, and Audio Preservation), ongoing activities in Preservation Services included:
 - 20,325 volumes commercially bound;
 - 26,127 items processed to be shelf-ready;
 - 6,281 items repaired, including conservation treatments and Prokopof scores;
 - 460 volumes treated for water or mold damage;
 - 9 responses to disaster situations, included a leak from the ADA bathroom that affected journal volumes in Hayden Basement;
 - 15 tours/presentations for outside visitors, MIT alumni, and library staff
 - 2 classes during IAP

The Preservation Services renovation (FY2003) has continued to generate interest beyond the MIT Libraries. The Preservation Services Librarian was invited to publish an article and made two presentations at conferences on the topic of ergonomics in conservation work. The article and presentations were based on the ergonomic issues investigated when we chose furniture, lighting and equipment for the new conservation laboratory and preservation workspaces.

5. *Collections Budget.* The FY04 collections budget was expended at the target levels for monographs and serials. Money was available from the Provost for supporting the serials budget. The Honor with Books program produced over \$11,000 from the donations from families of graduating seniors. The FY2004 endowment income was very slightly lower than the FY2003 payout. We have been warned to expect a noticeably lower payout for FY2005.

In the summer of 2003, we cut 1% of the serials budget in a cancellation project, with anticipation that further cuts would be needed for FY2005. When the Provost's budget letter was received early in 2004, it was decided to proceed with preparing for cancellations for FY2005. Planning has centered on Elsevier titles, but some additional cancellations will be needed to meet our budget targets. The response from faculty has been productive in fine-tuning decisions and supporting reductions to the Elsevier journal package.

6. *Collection Management.* The Collection Management Group focused on several activities this year. The serials cancellation project and the Journal Use Study have already been mentioned. CMG made progress with developing a web page for staff use, and the page is now available although some sections are "under construction". A new round of revisions was made to the Approval Plan, and the YBP representatives gave a workshop on GOBI. Alternative models for scholarly communication, such as Open Access journals and the Creative Commons project, has also been a topic of discussion through the year. Collection Managers and NERD members met together to identify products to cancel from the S-TEC-NETW fund. To prepare for department meetings about strategic planning, the group developed a list of issues about changes in the next five years.
7. *New ESL Study.* The programmatic planning for a combined Engineering and Science Library continued in FY 2004 with the preparation of a document describing the vision for a new ESL, scenarios with a preferred option, benchmark data showing MIT's status relative to a select list of other engineering and science libraries, potential sites for a new building, and a proposal to use high-density storage with a robotic retrieval system within the new facility. The plan was presented to the project steering committee and will be going to the faculty for their feedback in FY2005.

**Jennifer Banks, Head
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More information about Collection Management Services can be found on the web at <http://libraries.mit.edu/about/depts/cms.html>