LIBR 580
Collection Management
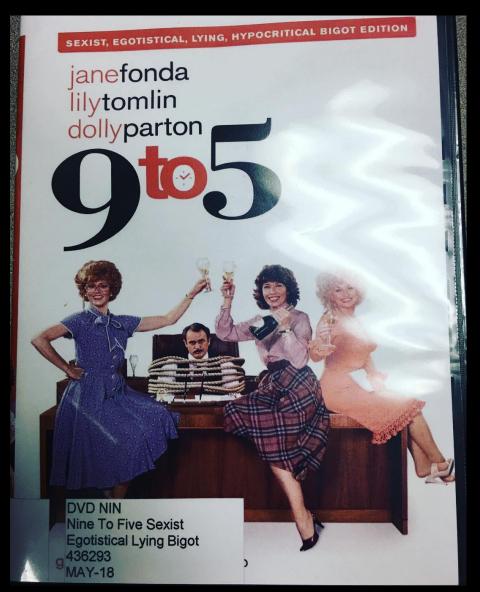
Unit 7

Laurie Prange (Prange-Martin)

Agenda

- Focusing Activity

- Taking attendance

- Lecture – After each, we will pause to work on Cumulative Project

    1. Acquisitions through Vendors

    2. Budgeting and Fiscal Management

- Learning Consolidation – CLUE Elements

- Next Steps

Focusing Activity

SEXIST, EGOTISTICAL, LYING, HYPOCRITICAL BIGOT EDITION

jane fonda
lily tomlin
dolly parton
9 to 5

DVD NIN
Nine To Five Sexist
Egotistical Lying Bigot
436293
MAY-18

Laurie Prange (Prange-Martin)

Taking attendance

Lecture = After each, pause to work on Cumulative Project

1. Acquisitions through Vendors
2. Budgeting & Fiscal Management

Vendors

Vendor relations, negotiation, and contracts

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(Possibly) New Vocabulary

- Vendor

- Aggregator

- Facsimile

- Shelf-ready

Typical Acquisitions

- Libraries & publishers (vs. bookstores, discounts)
- Publishers
  - Big vs. small (Printed Matter in NYC, Arsenal Pulp Press in Vancouver)
  - Self-publishing
- Aggregators

Acquisitions through Vendors

- Vendors (dealers, suppliers, agents, booksellers, jobbers)
  - On contract
  - Universal vs. specialized
  - Foreign: Colibri, Symétrie, Amalivre (merger of Aux Amateurs + Touzot)
  - Outreach (both ways...get on mailing lists, go to conferences)

Use Vendors because of Services

- Opening day collections
- Wholesale print and non-print distribution including e-books
- Approval plans
- Shelf-ready materials (mostly)

Major Library Vendors

Baker & Taylor	Public/Academic	Books, multimedia, etc.
Brodart	School/Small Public	Books, multimedia, popular magazines
Elsevier	Academic/Special	Academic books/journals
EBSCO	All	Serial and subscription databases
Follett	School/Public	Books, multimedia, etc.
H.W. Wilson	All	Subscription databases, printed indexes
Harrassowitz	Academic/Special	Books, publications, foreign (Gr.)
Ingram	All	Popular materials
Proquest	Academic/Special	Subscription databases
SWETS (bankrupt)	Academic/Special	Serials
Wiley Blackwell	Academic/Special	Serials, databases
Yankee Bk Peddler	Academic	Academic books, etc.

Antiquarian & Out-of-Print Tools

General	Specialized
• AcqWeb Directory • Advanced Book Exchange • Alibris • Amazon • Biblio, Inc. • Bibliofind • BookFinder • Powell's	Antiquarian Organizations: • ABAC, ABAA for books • PADA for autographs Auction Houses: • Sotheby's • Christie's • Bonham's • location specific Clubs: • Grolier Club • Rowfant Club • Claxton Club Dealers: • OMI • JJ Lubrano

Negotiating with Vendors

- Trials
- Demonstrations
- Visiting other libraries
- Vending machines

Appraising a Vendor

- **Value-added services**
- **Financial viability of company**
- **Client list available**
- **Service availability**
- **Track record for handling problems**
- **Ability to connect with integrated library system**
- **Fulfillment statistics**
- **Size of database**
- **Annual title coverage**
- **Range of publishers sourced**
- **Can supply multiple formats**

- **Ability to handle a variety of orders**
- **Ability to supply machine-readable cataloguing records and materials processing**
- **Web-based services**
- **Tools to develop profiles and ARPs**
- **Credentials of staff bibliographers, selectors**
- **Title-on-order tracking systems and cancellation notification**

Vendor Services

1. Approval Plans
   - WorldWideBooks
   - Harrassowitz

2. Notification Slips
   - YBP Gobi 3
   - GBIP (available through Summon off 'Indexes & Databases' tab)
   - Harrassowitz

3. Firm Ordering
   - Using Notification Slip Ordering Tools
   - On approval plans
   - Without Using Notification Slip Ordering Tools

Additional, Optional Readings

Allgood, J.E. (2007). Serials and multiple versions, or the inexorable trend toward work-level displays. Library Resources & Technical Services, 51(3), 160-178.

Atton, C. (1999). A reassessment of the alternative press. Media, Culture & Society, 21, 51-76.

Brennan, P., Hersey, K., & Harper, G. (1997). Licensing electronic resources. Association of Research Libraries. http://www.arl.org/sc/marketplace/license/licbooklet~print.shtml

Downey, K. (2013). Why did we buy that? New customers and changing directions in collection development. Collection Management, 38(2), 90-103.

Farmer, L.S.J. (2009). The life cycle of digital reference sources. Reference Librarian, 50 (2), 117-136.

Gregory, Vicki L. (2011). *Collection Development and Management for 21st Century Library Collections: An Introduction.* New York: Neal-Schuman Publishers.

Hodges, D., Preston C. & Hamilton, M.J. (2010) Resolving the challenge of e-books. Collection Management, 35 (3/4), 196-200.

Juris, D. (2008). An alternative vision of librarianship. Library Trends, 56(3), 678-704.

LaFond, D.M., Van Ullen, M.K. & Irving, R. (2000). "Diversity in collection development: Comparing access strategies to alternative press periodicals." College and Research Libraries, 61(2), 136-144.

Marinko, R.A. & Gerhard, K.H. (1998). Representations of the alternative press in academic library collections. College and Research Libraries, 59(4), 363-377.

Ward, S. (2014) Patrons: Your new partners in collection development. American Libraries, 45(3/4), 13.

Homework Group Time

Let's spend some time now exploring these resources to find Key Sources for Proposal Assignment

Budgeting & Fiscal Management

Long-term fiscal planning vs. one-and-one

Budget Defined

- Translates the organization's mission and goals into dollar terms

- *"Financial planning…takes a great deal of care. There must be clear justifications as a defense against those who see their own expectations deferred. One budget action might, for example, be the establishment of a postal fund to cover deliveries of materials borrowed through a cooperative, or funds to cover the photocopying of articles from cancelled journals. All such adaptations must be planned as proper extensions of collection development rather than simply being allowed to happen."*

Martin, M. S. (1995)

(Possibly) New Vocabulary

- **Operating budget**
- **Appropriation**
- **Encumbrance**
- **Double entry accounting**
- **Endowment funds**
- **Audit**

- **Contingency fund**
- **Requisition**
- **Voucher**
- **Purchase order**
- **Blanket order**
- **Standing order**

Collection Budget Determinants

Priority	Description
Basic needs	Mission related, primary community, ongoing, one-time
Material types	Monographs, serials, other formats (e.g., multimedia, government documents, etc.)
Special needs	Research, new programs, retrievals, refresh, replacement
Budgetary settings	Steady, decreasing, increasing, special funds

Budget Types

- Line item budget

- Lump-sum budget

- Formulae-driven budget

- Zero-based budget

Spending Parameters

- Discretionary/non-discretionary
- Access vs. ownership (cooperative resource sharing)

Fund Types

- Government/Funder-Provided (GFP)
  - Approval lines
  - Serials lines
  - Firm order lines
- Non-Government/Funder-Provided (non-GFP)
  - Endowments (how to set up, carry over, unstable)
  - Donations (~~gifts-in-kind~~, gifts-in-cash)
  - Sales

Budget Lines

- If there is a number attached, you can order off it (e.g., a distinct line for multimedia vs. print vs. ebook; distinct lines allow for tax credits or institutional tracking)
- If there is no number attached, the line is structural (e.g., for non-GFP indicating the budget lines below fall under various budget categories like endowments, trusts, book sales)

Budget Dates

1. When is the end of the institution's fiscal year?
2. When is the last date to spend out GFP and non-GFP?
3. When is the last date to spend out to purchase local, national or international materials? In other words, when do invoices need to be received by Purchasing to meet payment within the fiscal year?

Budget Allocation Rationale

- Historical: precedence/previous years' expenditures

- Progressive:

  - ✓ Changing community needs

  - ✓ Demographics of community (academic libs & FTE distribution)

  - ✓ Growth of literature

  - ✓ Average costs and price increases

  - ✓ Currency fluctuations

  - ✓ Building upon existing strengths

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As a Professional, you are accountable for…

- Vision

- Spending

- Monitoring (tracking)

- Responding to variances and/or reductions

- Creating yearly projections

- Accommodating collections issue costs (moves, binding, replacements)

- Communicating out

Budget Scenarios

Scenario One (Single Budget Line)	Scenario Two (Multiple Budget Lines)
Given: amount, spend out date	**Given:** amount, spend out date, spending attached to multiple budget lines
Procedure: simple excel spreadsheet to track title, ISBN, cost, date and maybe vendor	**Procedure:** • Determine and learn source system • Separate GFP & Non-GFP

Budget Allocation Challenges

- Increasing costs for journals and electronic databases
- Unpredictable currency exchange rates
- Research intensity metric and licensing (academic libraries)
- Supporting new collection areas
- Maintaining access to e-collections
- Showing value of collections to university/organization/ community
- Late publication or delivery
- Postal strike
- Work vacancies reducing selector output
- Special donation skewing workload
- Financial crisis

Budget Concerns

1. Do either GFP or Non-GFP lines carry-over from one fiscal year to another?
2. What happens if you go over budget? Under budget? Will costs be transferred to the next year? What if you have no funds next year?
3. What happens to remaining funds on your account? On the library's collection's account? Desiderata list?
4. How late can you carry funds in a budget line to meet needs of faculty asking for course materials late in the fiscal year?

Budget Tips

1. Keep up with amount spent and spend out in a timely way (e.g., RLT publishing wave August to November)

2. Cover yourself (e.g., contestation/ discrepancies over figures)

3. Ordering issues (e.g., missing orders, orders placed off the wrong lines, etc.)

Reading Budgets

- Where do the figures come from?
- Where are they posted for tracking?
- What do you do with the information?
- Example: MAA Library collection budget

Budget Presentation Elements

Component	Description
Text	• Identify need • Justify • Cost • Issues/hurdles • Dates • Roles
Spreadsheet	• General • Specific (lib language=ISBNs)
Chart/Graph	• Comparative analysis

Communicating with Stakeholders

Where does the money come from/go?

Example 1: Toronto Public Library (2015)

- 2015 Revenues: $187,890 Million
  - City funding (91% or $171.6 M)
  - Fines, fees, and rentals (3% or $5.2 M)
  - Provincial grant (3% or $5.7 M)...stable over several years
  - Other (1% or $2.23 M)
- 2015 Expenditures
  - Salaries and benefits (75% or $140.8 M)...stable over several years
  - Library materials (14% or $26.3 M)
  - Facilities maintenance (10% or $18.2 M)
  - Other (1% or $2.6 M)

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Where does the money come from/go?

Example 2: UBC Library (ARL 2014-2015)

- 2014-2015 Expenditures: $41,893,575
  - Collections (40% or $16,654,739)
    - ✓ Library materials, print (22% or $3,570,682)
    - ✓ Library materials, electronic (78% or 12,652,839)
    - ✓ Total library materials (100% or $16,223,571)
  - Salaries (42% or $17,386,073)
  - Benefits (8% or $3,312,195)
  - Other, includes general operating funds (11% or $4,540,568)

Additional, Optional Reading

- Association of Research Libraries. *Annual Statistic Tables,* http://www.arl.org/stats/annualsurveys/arlstats/statxls.shtml

- Association of Research Libraries. *Appendix C: Profiles from ARL Member Libraries,* http://www.arl.org/bm~doc/appendix-c.pdf

- Gregory, Vicki L. (2011). *Collection Development and Management for 21st Century Library Collections: An Introduction.* New York: Neal-Schuman Publishers.

- Martin, M. S. (1995). *Collection development and finance: A guide to strategic library-materials budgeting.* Chicago: American Library Association.

- Orr, C. (2010). Collection development in public libraries. Encyclopedia of Library and Information Sciences, Third Edition, 1:1.

- Toronto Public Library. 2015 Operating Budget Overview, http://www.toronto.ca/legdocs/mmis/2015/ex/bgrd/backgroundfile-77489.pdf

- WebJunction. Collection development. Competency index for the Library Field. OCLC: Dublin, OH, pp. 30-31

Homework Group Time

Let's spend some time now working on the DRAFT

Budget for the Proposal Assignment

Learning Consolidation

Activity = CLUE Elements

Activity = CLUE Elements

1. Around the room are four pages with each of these four letters

   – C = Creative

   – L = Linked

   – U = Useful

   – E = Emotional

2. Go around the room and add your thoughts about how to maximize your learning of today's concept using these four strategies.

Next Steps

Next Steps

- Recommendations for Guest Judges to Community Fair?
  - This is an <u>ideal</u> time to network

- Keep working on…
  - Proposal Collection Consultation Report
  - DRAFT Budget
  - DRAFT Outline
  - And other parts of Cumulative report http://electrified.ca/83267.html

Thank you!

See you Thursday in the classroom!

Laurie Prange (Prange-Martin)

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