

Minutes
Collection Development Meeting
May 9 & 21, 2001

May 9

1. Review of this year's book ordering process.
 - a. Theresa began by reviewing previous Collection Development meeting minutes that mentioned deadlines (e.g., liaison drop-dead date April 3, 2001) and the need to encumber 110% of all book funds.
 - b. Two deadlines for 2001-2002 book ordering: First, 50% of the endowed funds must be encumbered by January 2, 2002. The second 50% must be encumbered by March 1, 2002. Yankee funds (slips) cannot be submitted until the library operating budget is released. Departmental funds can be encumbered beginning July 1, 2001.
 - c. Letters to faculty will go out between February 1 or 15, 2002 telling them that they will have until March 15, 2002 to encumber. Economics and History departments will get two letters because both have departmental endowed funds.
 - d. Drop dead date for the liaisons will be April 2, 2002, i.e., giving liaisons two weeks to encumber unused departmental funds.
 - e. Liaisons were asked to develop desiderata files during the summer so that they have a sufficient number of curriculum-supportive titles to order if it falls to them to liquidate departmental book funds.
 - f. If the March 1, 2002 deadline for liaison endowed funds is not met, then the Yankee funds for those liaisons will be debited by \$1,000.
2. Policy issues:
 - a. Order hardbound copies over paper.
 - b. Indicate if a book is paperbound near the price.
 - c. Do not spend book money for AV media.
 - d. Duplicate book copies should not be ordered.
 - e. Order hard copies of netLibrary titles.
 - f. Override faculty selection of paperback titles. It is the liaison's responsibility to inform faculty of this policy.
3. Ordering problems:
 - a. Barbara did a third of all ordering within two months.
 - b. Later ordering makes it difficult to track discounts and balances in book funds.
 - c. Identify paperbacks for Emery-Pratt reinforcing.
 - d. Cancellations caused by incoming *Historian* books.
 - e. Receipt of unanticipated paperback books.
 - f. Late encumbering of Big-Ticket titles.
 - g. Missing books list came out late.
 - h. Rollover account (Allen), i.e., what to do if late ordered titles exceed the balance in the Allen fund.
 - i. Barbara exceeded her limit on her Visa card.
 - j. All books come in at once.
 - k. Joyce's time had to be reallocated from cataloging to acquisitions.

4. Theresa will not cover the Reference Desk during budget development in the fall. Endowed fund ordering will commence once the book budget is in place.
5. Allow access by liaisons to III financial reports. Xudong will make possible for liaisons to view III financial reports.
6. Joy volunteered to offer one of her work study students to help with ordering (i.e., check CONSORT).
7. New *Historian* gift books will be displayed mixed in with other new books. Managers will discuss the New Book Shelf on May 14, 2001. Gift books (with the exception of the *Historian* books) will not go on the New Book Shelf.
8. Location of a book when desired in two different libraries: The books should go to the collection (Beeghly or branches) where it best supports the curriculum. For example, if a book is purchased for the Browsing Collection but is desired by a branch library, the book will be transferred to the branch library. This relates to the no duplicate book policy.
9. JSTOR Arts and Sciences II: This new database will cost us \$3750 the first year and \$938 for each year thereafter. The group reached consensus on the issue of adding new titles to our electronic JSTOR collection (see page 3, item #11 for final discussion).

May 21

1. Bilbo General Account: Starting July 1, 2001, Xudong will take control over this account. It will be used to buy books outside liaison areas. Liaisons can run titles by Xudong for purchases that fall outside the liaisons' areas. These funds will not be spent on reference books.
2. Standing order balances: Still under review.
3. Yankee Letter: Yankee announced that it would cease giving discounts for nine publishers. Given the publishers involved, the impact of the decision will not affect our ordering significantly. It was acknowledged that access to YBP's GOBI database will be \$1,000 starting July 1, 2001. There was discussion about the unfairness of levying this charge now, and after GOBI had been created by Yankee to assist customers with ordering. Theresa asked Paul to submit an email posting to the OhioLINK general listserv and the CIRM listserv to determine how others are viewing this decision. P.S. Received a clarification from Yankee on May 31, 2001 that the \$1,000 is for the cost of downloading MARC records from Yankee for addition to local catalogs.
4. Choice Cards: Choice cards will be submitted for book orders beginning July 1, 2001. Blank order cards will be re-sized to be consistent with Choice cards.
5. Rollovers for 2000-2001 and new faculty orders that have not arrived: New faculty should be encouraged to order old books early with new faculty funds. New faculty orders not received by June 30, 2001 will be cancelled. Liaisons can decide if they wish to re-order these cancelled titles with endowed funds.
6. Preparation for PromptCat: Liaisons will order slip books online using GOBI. Online ordering will begin [when the slip budget is ready](#). Xudong will train the liaisons in GOBI ordering in advance.
7. **We will start CORC (OCLC Cooperative Online Resource Catalog) soon.** Xudong will begin to export Web sites for CORC into CONSORT within his liaison

areas after July 1, 2001. He will show liaisons how to export sites in their areas. CONSORT cataloging committee designated OWU to begin exporting records. Liaisons will review sites under their subject-specific areas and recommend to Xudong which ones to add to CONSORT. Send recommendations to Xudong by September 4, 2001.

8. Periodical Use Study: It will continue in order to have data available in the event of a periodical crisis.
9. Continue to subscribe to or discard the United Nations document collection: It was decided to continue this collection.
10. Preliminary discussion about Qs and R's: This discussion was based on the projected coming online of the Science Library in 2004. Liaisons will need to think about weeding in the Qs and Rs if titles end up migrating from Beeghly to Stewart.
11. JSTOR Arts & Sciences II: Because we are not a charter member, the back file startup cost will be \$5,000. The annual access fee will come to \$1,250. The order has been placed from the online periodical fund.
12. ARTSTOR: In the future, we will need to add this database. An initial estimated price for joining may be \$30,000.
13. Repository for Honors Papers: These are currently housed in Special Collections. Questions—How to collect? How to catalog? This item will be revisited during the September CD meeting.
14. Database for faculty publications: Might have good potential for a StAP position. Will return to it in September.
15. Collection of faculty syllabi: Currently syllabi are collected by the Provost's office and sent to Beeghly circulation. Syllabi are bound (by Circulation) and sent to the OWU archives after being held in the Reserve Room for five years. This issue will be revisited in September.
16. Portal concept and CD: Will be taken up again in September.
17. EBSCO ebook service: Internet book ordering service. A brochure about it will be routed to the staff.
18. FirstSearch searches: Paul will order a block of 500 new searches and add to our existing account.
19. Notifying faculty about new books: Discussion centered on thinking about a new means to notify faculty about new titles in their fields. The discussion was searching for a means to replace sending order cards for arrived books. The latter practice was eliminated to lighten the Technical Services workload. Xudong will contact Michael Upfold for ideas. Will also discuss in September.
20. Biology Library: Starting this fall it will house only the current two years of periodicals because of space limitations
21. OSU Law Journal: Carol Holliger announced that the current issue is a special issue devoted totally to copyright.
22. In the coming year, Xudong will administer the accounts that support new courses and student requests.