Collection Management  
25 September 2015  
Meeting Minutes  

Updates  

- **Budget Numbers & Updates (CMTAG)**  
  - Chris thanked everyone for working through a difficult FY15 collections budget year. The rollover was successful. We managed through a successful database review, increased use of endowment funds, changes to our DDA plan, cuts in subject funds and new databases, and new databases. We have received an 8.2% increase this year, which is primarily for the management of inflation for serials and databases. About 5.5% of the new money is going towards approval plans & EBSCO deposits. However, most individuals requests for increases were met (i.e., most subject funds were increased), as were funds for new databases. There were a few databases/subscriptions that we held off in FY15 for payment in FY16, so there are some already incurred costs. Woodruff funds have been allocated, and other endowments will be allocated in October, when the interest has been received.  

- **Brittle and Damaged Books Policy Update**  
  - [https://docs.google.com/document/d/11iXQ3V1t-6_C6UdDq5LCQ5CWUYyDTRi_u13bMg5xb8A/edit](https://docs.google.com/document/d/11iXQ3V1t-6_C6UdDq5LCQ5CWUYyDTRi_u13bMg5xb8A/edit) is the current draft, in-process.  
  - Suggestion to make placement of damaged titles in Tyvek Envelope, duplicate barcode on envelope, and send to Storage/LSC, as default. If item circulates again, then send to Bindery. Selector can make decision to bind as well.  
  - Brittle Books may be handled differently. Still in process.  

- **Digital Collections Update**  
  - The DCSC is currently in the process of revamping our digitization workflow with assistance from a LITS Business Analyst and the DLP Project Manager, Trisha Wilson  
  - The current policy and steering committee membership is on the digitization libguide. Emily Porter has a proposal out to repurpose the digital.library.emory.edu website for the Digital Library Program.  
  - There has not been an official call for proposals, but if you do have a collection that you would like to consider, please let Chris know. Kyle and his team are still working on a number of “grandfathered” approved collections such as Topps/additional Yellowbacks, and Southern Imprints (through Reconstruction). Some newer digitization efforts include the medical objects collection at Health Sciences, and the Digital Danowski project (digitization of a number of literary journals in the Danowski collection for purposes of text mining)
• Policy work continues on a Preservation Commitment Document (which will work its way to Cabinet), as well as a Preservation Strategy document that will inform the work of DLP, as the preservation head will probably the first head for Hydra implementation.

• **LSC Update**
  • We just received the second (and final) installment of items to deaccession as part of the de-duplication process with Tech. Steve Johnson is spearheading this process and workflow. We have already removed about 6500 items, with another 11K to go.
  • Construction is on schedule. Reminder that the first materials to be ingested will be those from the HMA (which are currently dark storage).
  • An MOU for shared collections has been signed, but is up for renewal. The shared collections include LSC+Woodruff Stacks+Health+Theology (non-Special Collections). There are also clauses for the potential collaboration on electronic resources. There is still much work to be done in this area, including how to surface the collections to be viewed by patrons at both institutions (this will be a tiered/phased project and involves ALMA).

• **YBP Visit**
  • Our new account/subject rep from YBP, Steve Hyndman, will be here on November 19 to review changes to the approval plan. Note that he is currently in the process of converting the approval plan from a text document to a spreadsheet. We are already investigating some changes to the ebook approval plan in advance of the meeting, as we have noticed issues with the plan (involving the price cap, the plan being e-preferred rather than e-only, etc.).

• **Vendor Usage Data**
  • Many of you probably noticed that you were invited to a folder on Box for Vendor Usage Statistics. Very brief explanation—This folder will include a spreadsheet of existing vendor credentials for accessing various usage reports. Chris has migrated most reports from the F drive for 2012-2014 data (2015 data will be run in early January by our CM student) to this Box folder. The data will be arranged by vendor and year. If you have any questions or need stats run for a particular period of time (stats are currently run on a calendar year basis), please ask Chris or Susan Gue. Collection Management will be working close with ECR re: vendor stats in the new year, once ALMA is up and running.

**FY16 Plans**
• Open Access Collection Development Policy (in process, see below)
  • [https://docs.google.com/document/d/1zP92aDCbAJuDTfpZMo6_i8cT1G5L210Qc5R1ujp0MXY/edit](https://docs.google.com/document/d/1zP92aDCbAJuDTfpZMo6_i8cT1G5L210Qc5R1ujp0MXY/edit)
• Continued Circulation Project for Approvals (E and P)
  • **Services division goal:** 1/3 of approval titles will have circulated within 3 years—will also be doing a follow-up analysis on firm orders.
• Streaming Video PDA (will be drafted this Fall, implemented post-ALMA, using Kanopy and the PDA module in ALMA)
• Level One Review (Documents available on Level One tab on the CM libguide)
• Marketing of New Resources (Physical and Virtual)—Exhibition of Sorts
  • Chris will complete the Events and Exhibits form to start this ball rolling
• Book Sale (Spring)
Book sale is planned for late January/early February in the Jones Room. Will consist of duplicates form vendors, gift books not added to the collection, etc. CM student will assist with physical management of titles; staff can assist with pricing (most should be straightforward, with some exceptions for larger items, etc). James and Joyce will bring up some AV material that could be added to the sale. We will use Better World Books again for remaining items post-booksale. Kelly Kautt will also ask for LEAF for volunteers.