

GUIDELINES FOR CONTROL LIBRARIES PHASE II

The following procedures were developed from the recommendations of the CMI Operations Advisory Committee subgroups for Publicity, Usage, Bibliographic Control, and ILL/Document Delivery. These procedures are designed to address activities during the second phase of the Collection Management Initiative grant project during which experimental volumes are located in remote storage, control volumes are maintained on library shelves, and usage data is gathered for both print and electronic journals. Phase II officially begins October 1, 2001.

Gathering Usage Data

Definition of use

During the study period, the control libraries will be counting the use of print volumes and issues selected for the study. The definition of use is “each instance of re-shelving” of a volume or an issue during the study period. We will ***not*** be gathering data on the various purposes of the use.

Marking to identify volumes

During the preparation phase, control title volumes were marked with labels on the spine so that staff would know which volumes/issues are included in the study. Unbound issues were marked with labels on the cover. If the library chooses to use the manual counting method, Use Data Slips were placed inside the front or the back cover. Flags will also be available to put in bound volumes at the library’s discretion as a backup if the labels come off.

As current issues for study titles arrive in the library, staff will mark them with labels on the covers and place a Use Data Slip inside. When bound volumes for study titles return from the bindery, CMI labels should be affixed to the spines to identify them as study titles and Use Data Slips placed inside the front or back cover.

Counting method

Campuses that elect to use the manual counting method to collect use data will instruct staff to record each instance of re-shelving on the Use Data Slip. Libraries using the manual counting method should record use by stamping with a date stamp or noting the instance of re-shelving on the Use Data Slip.

Some libraries may choose to use another method, such as placing barcodes in the volumes/issues and using a barcode reader as a way of counting a re-shelving event. Libraries that use a cumulative barcode counting system should make note of the starting count for each study title to avoid including data from before the study period. Regardless of the method, library staff will need to record the use of the volume/issue as defined above.

Frequency of reporting data to CMI staff

Use data gathered by the libraries, the library storage units, and the RLF's should be cumulated and reported to CMI staff periodically, frequency to be determined in consultation with CMI staff. Methods of reporting use data will be released later.

Bibliographic Record Changes

Annotating the bibliographic records in the local online catalog to indicate that a journal title is a CMI control title is a local campus option. However, no changes will be made to Melvyl records to indicate that a journal title is a control title.

Publicizing Participation in the CMI Project

The following tools are available in "adaptable text" on the CMI staff website and via email attachments to liaisons:

- ***opening day letter***/email message explaining the project
- ***project explanation*** to be available at public service desks
- ***press release*** for local newsletters, newspapers, etc.

The use of these tools is at the discretion of the campus library. It is recommended that copies of the project explanation be made available at public service desks to inform both staff and patrons of the project. The opening day letter is directed to faculty and others that the UL and librarians determine should be informed about the project.

Supplies

If at any time, supplies of labels or Use Data Slips run low, campuses may request additional supplies from CMI staff. There is no cost to campuses for these supplies.

Documenting Costs

A form will be provided to aid libraries in recording the cost of carrying out the activities related to Phase II of the project.

COLLECTION MANAGEMENT STRATEGIES IN A DIGITAL ENVIRONMENT
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control librariesphase2.doc