ANNUAL ASSESSMENT REPORT
AND
STRATEGIC PLANNING UPDATE
Year: 2004

Area or Unit Name: ACQUISITIONS
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Section 1. Goals and Accomplishments

Goal 1: Maximize the use of technology in the processing of materials orders and in the delivery of library services. Implement the Acquisitions module of the new ALEPH Library Management System without a decrease in efficiency or processing times.

- The Acquisitions Unit along with Bibliographic Services re-engineered our books processing workflow. This was achieved by the implementation of the Aleph Library Management System and working with our major book vendor, Blackwell, to provide full bibliographic records and shelf ready books. By doing so we were able to dramatically decrease the amount of time between book orders and access to books by patrons.

Goal 2: Maintain a quality work force and work environment.

- All Acquisitions classified staff positions are currently filled. However we were not successful in filling the Electronic Resources Librarian position in 2004. The position will be re-opened in spring 2005.

Goal 3: Strengthen fiscal stability and public accountability, making full use of the capabilities of the library information system software.

- Acquisitions is utilizing Aleph Library Management System budget administration for tracking materials expenditures.

Goal 4: Encourage staff development, continuing education and training.

- The Acquisitions staff participated in the following staff development (training) opportunities: Aleph Library Management System, MindManager software, Adobe Acrobat, Metadata, Collection Manager, Copyright coursework, and 7-Habits of Highly Effective People. By implementing the skills gain in these training sessions the Acquisitions Department was able to work more effectively and cooperatively with other Library units.

Goal 5: Improve quality, accuracy and timeliness of Acquisition processes.

- The Acquisitions Unit underwent a number of significant changes this year. The foremost being the re-engineering of our books processing workflow. This was achieved first by the implementation of the Aleph Library Management System, which moved Bibliographic Services and Acquisitions Unit into an integrated library system. This was the first time in the libraries history that both units were working in one system. By doing so we were able to analyze our procedures and remove duplicate steps. Additionally we were in the position to work with our major book vendor, Blackwell, to provide full cataloging records and shelf ready books for our book Approval Plan (AP) and firm orders. Since Blackwell books are now delivered shelf ready the AP is no longer put out for subject librarian viewing/selection. This allowed us to reduce the amount of time new books were housed in the Acquisitions area. We have decrease the number of days from 8 to 2.
Section 2. Universal Quantitative Data

There are no Universal Quantitative Data for this area/unit.
ACQUISITIONS

Area/Unit Specific Information

Section 3a. Quantitative Information

There is No Area Specific Data in Calendar Year Section.
There is No Area Specific Data in Fall Section.
There is No Area Specific Data in Fiscal Year Section.
Section 3b. Qualitative Information.
There is no qualitative information for the current year.
Section 4. Strategic Planning Update.

Goal: Increase access to research materials and services by delivering them electronically.

- Provide enhanced access to library databases and electronic journals by implementing MetaLib a federated search system.
- Increase the number of electronic journals TTU has access to via the SFX Open URL Resolver

Goal: Conduct 50% of business application electronically to streamline operations.

- Full implementation of the Aleph Library Management System, Acquisitions module. This includes: claiming, electronic data interchange and statistical reports.

Commentary:

Overall the Acquisitions Department has made considerable progress in increasing our efficiency and effectiveness in the delivery of information resources to the Texas Tech community. This was achieved by the use of technology, analyzing our workflows, coordination with other library units and providing the staff with staff development/training opportunities. Specifically we have reduced the amount of time between subject librarians submitting an order to Acquisitions to when the order is placed and eventually delivered. In July our primary book vendor, Blackwell, conducted on site training for both the subject librarians and the Acquisitions staff in the use of Blackwell’s Collection Manager. Collection Manager is an acquisitions & collection development database which allows users to select titles, assign fund codes, order these titles and export the data in MARC format. We then load this data into the Aleph Library Management System each evening. Bibliographic, order, item and encumbrance records are created. Additionally Collection Manager will automatically conduct searches in the libraries online catalog via SFX (an open URL resolver) which reduces the amount of time spent in verification. With the implementation of this workflow we have reduced the number steps involved in the searching, record creation, verification and ordering of books. A standard book order now arrives within 10-days of the order being placed. Another change introduced this year was assigning Acquisitions staff to work with specific subject librarians for their book orders. This allows Acquisitions to provide value added service to Collection Development while working more effectively. For example: we do not have multiple people problem solving the same order, duplicate orders have been reduced and the subject librarian has a point person to work with when questions arise.

Implementation Plan:

There is no implementation plan for the current year.