

# The Accidental Collections Manager

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# My predecessor went on leave and left me with ....

- The big picture : the approach to collection development and acquisitions in a large distributed system
  - Collection policy, negotiation and concensus (external, system, unit), decision-making, current issues
  - Structure: committees, funds, guidelines
- Tools and procedures to do the work



# The meaning of life for the collections manager

- ‘Works within system-wide activities and initiatives to co-ordinate collection development and acquisition activities within a work unit and system-wide ...’
  - (Accountability Statement : Collections Manager, UofA Libraries)
  - Meets objectives, on time, within budget, efficiently, in a team environment : makes thoughtful decisions and well-informed and appropriate communications : understands client needs: investigates new initiatives

....



# The truth about committees

- Collection Development Committee
  - Deals with system-wide development of the University collections
  - Decides on centralized purchases such as
    - E-journal and E-book packages : databases
    - E-reference materials for virtual reference service
  - Decides on consortial purchases and initiatives
- E-Resources Group
  - Handles E-books and journals



# The collections policies

- Local is based on, and varies from, system-wide
  - Journals ‘R US!
    - Current and online is ideal
      - Preferably next week’s article *now*
  - E-books are cool
    - Health science texts date quickly
  - PDA materials are cooler
    - a library in your pocket in the clinic, ward, ER
  - Print reference tools tend to be ignored
    - Exception : pharmacy handbooks for group projects



# Secrets of the budget

- Budget cycle during the fiscal year
  - Allocation of funds : deadlines for spending
- Fund reports
  - Monos (but what about E-books?)
  - Serials
- Trust funds
- Financial Systems
- Inflation and the US dollar



# Local decision making

- Consensus among selectors
- Allocating funds
  - Some materials cost less than others : some are overpriced?
- Sacred cows (You want to cancel *WHAT?*)
- The wish list
  - Must-have vs dream-on
  - Client requests
- Serials review
  - Quality and impact / usage / cost : cancellations
- Trials of new products



# Local acquisitions

- Ordering monographs from vendors
  - Creating subject profiles
  - Local practice
    - No NYPs
    - Cost limits
    - Standing orders
  - Fund reports : performance
- Other sources
  - Grey literature, free materials, mailing lists





# Local collection maintenance

- Associate staff duties related to:
  - Ordering : vendors, videos, grey literature
  - Reserve collection maintenance
  - Bindery : when, which titles
  - Videos : public performance rights
  - Weeding : why? how? when?
  - Donations : policies and paperwork
  - Book repairs
- Working with Circulation Supervisor to ensure work is done at correct grade level



# Health Knowledge Network

- A University of Calgary and University of Alberta collaborative whose mission is to extend the Universities' existing networked health information services, providing literature searching, current awareness, electronic full-text and document delivery services ... [www.hkn.ca](http://www.hkn.ca)
- Joint purchasing of databases, shared among HKN members
- Liaison with Account Manager at U of Calgary
- Trials of new products



# The future (is now)

- Open access journals
  - Or: How to annoy publishers
- Institutional repositories
  - How to promote and finance?
- Evidence-based decision making
  - Is there any evidence to support what you propose doing?
  - Use the library literature



# Other essentials

- A list of contacts
- How to keep current
  - Conferences (NASIG, CHLA etc)
  - Useful listservs
- All her files, print and electronic
- Her E-mail address
- Chocolate (medical evidence : it is good for you)

