

**THE RICHARD STOCKTON COLLEGE OF NJ
LIBRARY
PERIODICALS
ANNUAL REPORT - FY 1996-97**

The one full and one part time Periodical clerks deserve full compliments on the quality and the amount of work they produced. Every year, more and more work is added, and excellent quality works are expected of them, yet they never complain. Few library administration or staff realize or have a clear understand and recognize the work we do. This report will highlight some of the work we do.

JOURNAL SUBSCRIPTIONS

1996-97 was a busy year for the Periodicals Department. The College added the Master of Physical Therapy program, the first of the many new master programs. Requests for new journal subscriptions increased not only in the undergraduate programs but also in the master program. We added 55 new journal titles, and cancelled only 6 titles. We now subscribe to 1,241 print journal titles (excluding gift subscriptions), and 441 microform periodical titles.

The subscription cost for printed journals for this year was \$252,462.84 , an increase of \$ 19,425.00 over last year. This was the result of the 55 new journal titles added and an inflation rate of about 8-9%.

The subscription cost for microforms jumped from \$28,116.93 to \$33,039.42. UMI, our microforms vendor, adjusted prices for all of its microform titles. The cost of a title was calculated according to the number of customers subscribing to the title.

DISPLAYED JOURNALS

We received a few compliments from the general public about our 518 displayed journals. While checking the use statistics for this past year, it was discovered that there was a decrease in both titles and issues used in periodical usage, proving my assertion that displaying journal titles do not necessarily increase browsing or usage of those titles. The total issues used was down from 33,943 to 27,964; and the titles used from 1,291 to 1,239.

The displayed journals are clearly indicated on the Holding List. As a result, there were few complaints from the users in locating these journals. We had a few comments from the

public that they did not realize the back issues were stored underneath the shelves and that they had to lift the tilted shelf to retrieve them.

Few people realize or even care about the time and labor that went into setting up the display of these journals. When the periodical clerk checks in the journals on DRA, she must note that a particular title is to be placed on display. A pink sticker must be applied to the cover of that journal, and it is kept separate from the other non-displayed titles for shelving purposes.

The problem starts when there is a title change. New shelf label for the journal has to be made, and the entire display shelves shifted to accommodate the change. In serials, it is very common to have title changes. In fact, this past year alone, we have had 31 title changes, of which 9 were for the displayed journals. Without any complaints, the periodical staff made the new shelf labels, shifted the entire shelves 9 times this past year just so the display is kept current.

BINDERY

This year, we bound 1507 volumes of periodicals at a cost of \$12,206.80. The cost of binding increased because the new bindery, Ocker and Trapp, charges \$ 1.35 per volume more than the previous bindery. The cost per volume of periodical increased from \$ 6.75 to \$ 8.10. This was a substantial increase in cost considering the bulk of the binding was from periodicals. I anticipate the bindery cost will go even higher for next year as more titles will be bound instead of purchasing microform back issues replacement.

Preparing periodicals for binding is a time consuming and labor intense process. The problem with binding periodicals is further compounded by the constraint of time. We start preparing periodicals for binding when classes are not in session so we will not interrupt access to the periodical collection. This translates to January, mid-May, June, July, and August. The 2 periodicals staff members usually take their vacation in the Summer. In addition, student worker hours are reduced to the minimum during those time periods, thus further limiting the availability of time the periodical staff has to prepare for the bindery shipments.

With no actual understanding of the process, it is easy for non-library related people, such as the faculty, to demand more journals be bound. In reality, this cannot be accomplished without additional periodical staff.

In my scientific calculation, I estimate it requires 15 minutes per periodical volume to complete the entire bindery process.

The bindery process involves:

1. pulling the issues off the shelves;
2. arrange the issues according to title and chronological order; rubber band each volume;
3. if an issue is missing, insert a page with a note indicating missing issue;
4. create a title database on the ABLE system, indicating the height , color and lettering for the journal;
5. create a file for the lot shipment;
6. input issue data on the lot shipment;
7. generate a printed bindery slip;
8. generate a diskette with lot information to send to the bindery;
9. insert the printed bindery slip into each volume, making sure that the information on the slip matches that of the volume;
10. pack all the volumes in boxes;
11. pack the diskette(s) in boxes;
12. seal and mark the number of boxes shipped, and
13. finally, complete the bindery form, and attach it to one of the boxes to be sent to the bindery.

The bindery shipment returns to us in about a month.

After the shipment arrives:

1. unpack the boxes;
2. examine each volume for correct information on the spine, verifying that the physical issues in the volume are the right title and they are bound in the right chronological order;
3. if incorrect, the volume with a note indicating the mistake(s) must be sent back to the bindery for correction;
4. remove the bindery copy of bindery slip;
5. match bindery copy with library copy of the slip and staple them together (this also serves as a means for us to check if all the volumes sent out are returned);
6. alphabetize all the binder slips;
7. stamp and shelve all the bound volumes.

SERIAL CHECK-IN

The Periodicals department checked in 10,555 issues of magazines and 4,676 issues of newspapers. In addition, 123 rolls of microfilm and 7,770 microfiche cards were checked in. In the Summer or during Spring break when classes are not in session, staff from most other departments of the Library are not busy . This is not the case with the Periodicals department.

Nothing slows down in Periodicals. In fact, the opposite is true. We are actually busiest in the summer months. For 56 hours per week when the Library is opened to the public, we continue to provide full periodicals service. While in the workroom, we continue to receive and check in periodicals, claim missing issues, rush and bind periodicals, update the periodical holding list, inventory periodicals (print and microforms), renew journals subscriptions (print and microforms), create new or close out ceased journal titles on DRA, and update New Jersey Union List of Serials, etc.

MICROFORM EQUIPMENT

Some of the microform equipment is 8 or more years old. We have excellent repair service with our current service vendor. The service technician usually responds within 24 hours after our service call. However, it is frustrating and unfair to our users when 2 or 3 of the 8 microform machines are out of order at the same time. 3 of the zoom lenses are so worn that they do not zoom in or out.

Another common complaint is the jammed coin boxes. Instead of inserting one dime at a time, some users insert two dimes at the same time, thus jamming the coin box. In another case, some of them think that the microform equipment functions the same way as the copying machine, and they insert \$2-3 at a time, expecting that the machine will register and that they can make multiple copies without having to deposit the coins again.

The greatest complaint that I have is to make sure we have enough dimes to make change. If we do not, then we have to go to the bank to "buy" dimes. Then, every morning, the coin boxes must be emptied, and dimes counted and recorded. This takes almost an hour each day, a total waste of time and staff.

ACQUISITION/SERIAL CONTROL

In my FY96 annual report, I noted and explained several major deficiencies in using the DRA serial control/acquisition system to monitor budget and spending for the periodicals and reference serials, and also in checking in periodicals. The same problems still exist. Furthermore, this year, I am encountering another problem with the system, proving that my assertion is correct. After spending time and labor to input all the data in the acquisition system, I still cannot get an accurate fund report from the DRA. With un-explainable reason, DRA "inflated" the cost for majority of the UMI microform titles 2-3 times the actual cost. For example, the actual cost for Earth and Planetary Science Letters was \$1,597.12. DRA, somehow, inflated and changed it to \$ 4800.90. I caught the errors when I examined and questioned the inflated UMI cost for microforms from the DRA fund report. The actual cost

for all UMI microforms should be \$33,039.42, not \$73, 124.84 as reported . At this writing, we are waiting for DRA to explain the error. Therefore, this annual report is submitted without the statistics for microform expenditures by programs and divisions.

FUTURE PLANS

1. Increase Periodical staff to handle the increased work load.
2. Start replacing microform equipment with better equipment immediately.
3. Upgrade the old computer in the Periodical Staff room so that the bindery work can go faster, and the staff can use EBSCONET to submit claims electronically for speedier results.
4. Change bindery cycles so periodical staff can prepare bindery shipments year-round instead of the just the 4 months when classes are not in session. This will also help to reduce chances for incomplete volume for binding.
5. Attend workshops on collection development for E-journals.
6. Develop policy and procedures for e-journals.
7. Investigate and develop resource sharing, especially periodicals, with other libraries state wide.
8. Implement the bindery policy.
9. Streamline claim process by training the periodical staff to use the web- access EBSCONET.

RICHARD STOCKTON COLLEGE OF NJ LIBRARY
 PERIODICALS DEPARTMENT
 STATISTICS: FY 1994-95, FY 1995-96, FY 1996-97

	FY 1994-95	FY 1995-96	FY 1996-97
PERIODICAL TITLES ON ACTIVE (EBSCO) SUBSCRIPTION	1,187	1,198	1,241
COST OF ACTIVE EBSCO SUBSCRIPTION	\$ 199,553.43	\$233,037.64	\$252,462.84
GIFT SUBSCRIPTION	?	?	?
NEW TITLES ADDED	15	14	55
COST OF NEW TITLES SUBSCRIPTION	\$ 1,237.86	\$ 10,903.04	\$7,992.72
TITLES CANCELLED	21	6	6
COST OF CANCELLATION	\$ 2,810.34	\$ 1,607.50	\$5256.23
TITLES WITHDRAWN FROM COLLECTION	203	0	0
PERIODICAL VOLUMES BOUND	1,442	698	1,507
COST OF BINDING	\$ 9,833.50	\$4,711.50	\$12,206.80
REVENUE FROM READER/PRINTERS	\$ 9,697.90	\$ 9,196.20	\$8,091.75
ISSUES OF JOURNALS CIRCULATED	30,980	33,943	27,964
UNIQUE TITLES USED	1,252	1,291	1,239
CEASED PUBLICATION			31
TITLE CHANGES			30
DISPLAYED TITLE CHANGES			9
OTHERS ** (direct order, not part of subscription)			4

RICHARD STOCKTON COLLEGE OF NJ LIBRARY
 PERIODICALS DEPARTMENT
 MICROFORMS STATISTICS: FY 1994-95, FY 1995-96, FY 1996-97

	FY 1994-95	FY 1995-96	FY 1996-97
ACTIVE MICROFICHE SUBSCRIPTION	427	425	426
COST OF MICROFICHE SUBSCRIPTION	\$ 16,454.83 ** (excluded one time backfiles \$7,690.44)	\$ 19,660.73	\$ 24,096.11
FICHE TITLES ADDED	8	0	6
FICHE TITLES CANCELLED	13	0	4
ACTIVE MICROFILM SUBSCRIPTION	17	16	15
COST OF MICROFILM SUBSCRIPTION	\$7,752.70	\$ 8,456.20	\$8,943.31
MICROFILM TITLES ADDED	4	0	0
MICROFILM TITLES CANCELLED	0	1 (ceased)	0
BONUS \$ EARNED		\$ 0.00	\$0.00
NON-PERIODICAL MICROFICHE TITLES ADDED	0	0	0
NON-PERIODICAL MICROFILM TITLES ADDED	0	0	0
NON-PERIODICAL MICROFILM ROLLS ADDED	0	0	0

TOTAL COST OF MICROFORM	\$31,897.97	\$28,116.93	\$33,039.42

NEW EQUIPMENT ADDED			
DESCRIPTION:	NONE	NONE	NONE
QUANTITY:			
COST PER UNIT:			

TOTAL COST:	\$0.00	\$ 0.00	\$0.00
-------------	--------	---------	--------

RICHARD STOCKTON COLLEGE OF NJ LIBRARY
 REFERENCE SERIALS
 STATISTICS: FY 1994-95, FY 1995-96, FY 1996-97

VENDOR	FY 1994-95		FY 1995-96		FY 1996-97	
	TITLE	COST	TITLE	COST	TITLE	COST
EBSCO	58	29,141.88	48	\$ 21,664.93	48	\$22,880.45
ABC CLIO	3	4,586.00	2	6,100.00	2	6,500.00
AM CHEM SOC	0	0	0	0.00	0	0
ANNUAL REVIEWS	1	57.50	1	57.50	0	0
BENDER	1	527.00	1	506.65	1	530.40
BNA	4	3,560.00	2	1,433.00	2	1,429.00
BIOSIS	1	2,890.00	2	11,075.00	2	12,250.00
BOWKER	0	0	0	0.00	0	0
BUCKMASTER	2	420.00	2	570.00	2	550.00 *
CBC	1	84.67	1	101.65	1	115.56
CCH	11	4,289.00	7	3,968.50	1	949.00
CIS	3	7,550.00	3	7,905.00	3	8,204.00
D & B	1	495.00	1	461.00	1	461.00
DATA SOURCE	1	495.00	1	495.00	1	495.00
GANN	1	98.50	1	107.00	1	107.00
GOVT DOC	10	0	10	0.00	?	0
HARCOURT, B	1	190.24	2	274.25	2	187.25
IAC	3	9,476.00	3	10,005.00	3	9,832.00
ISI	7	4,380.00	7	4,675.00	7	5,005.00
LC	2	480.00	2	495.00	3	895.00
MARCIVE					1	1,490.00
MOODY'S	13	5,258.00	12	5,813.10	12	5,932.00
NJ STATE	2	1,878.00	0	0.00	1	
ORYX PRESS	1	199.00	1	199.00	0	0
POL. RES.	2	475.00	2	1,030.00	2	0
PALINET	8	7,722.00	9	8,945.00	9	12,849.00
REI/COM	0	0	0	0.00	0	0
ROXBURY	1	475.00	1	0.00	0	0
S & POOR'S	5	5,517.50	6	5,988.75	11	6,412.00
SHEPARD'S	10	4,978.40	10	5,036.20	8	6,415.28
UMI	5	5,366.59	5	3,166.00	5	3,853.00
WARREN, G L	0	0	0	0.00	0	0
WEST	21	7,804.20	23	8,969.50	23	11,536.00
WILSON	18	6,949.60	15	5,661.85	15	75.00 *
TOTAL DIRECT:	139	\$86,202.20	132	\$ 93,038.95	127	\$94,272.49
TOTAL EBSCO :	58	\$29,141.88	48	\$ 21,664.93	48	\$22,880.45
GRAND TOTAL :	197	\$115,344.08	180	\$114,703.88	175	\$117,152.94

* partial payment made

RICHARD STOCKTON COLLEGE OF NJ LIBRARY
 REFERENCE SERIALS
 STATISTICS: FY 1994-95, FY 1995-96, FY 1996-97

REFERENCE SERIALS	FY 1994-95	FY 1995-96	FY 1996-97
<hr/>			
TOTAL ACTIVE TITLES (EBSCO SUBSCRIPTION):	58	48	48
COST OF ACTIVE (EBSCO) SUBSCRIPTION:	\$ 29,141.88 *	\$ 21,664.93	\$22,880.45 *
TOTAL ACTIVE TITLES (DIRECT ORDERS):	139	132	127
COST OF ACTIVE DIRECT ORDERS:	\$ 86,202.20	\$ 93,038.95	\$94,272.49
MICROFICHE TITLES:	3	3	2
<hr/>			
GRAND TOTAL OF ACTIVE TITLES:	197	180	175
GRAND TOTAL COST OF REFERENCE SERIALS:	\$115,344.08	\$114,703.88	\$117,152.94
<hr/>			

* Does not include "Bill Later" items.

RICHARD STOCKTON COLLEGE OF NJ LIBRARY
 PERIODICALS DEPARTMENT
 PRINT PERIODICAL SUBSCRIPTIONS BY PROGRAM
 FY 1996-97

DIVISION	PRINT TITLE	PRINT COST	MICRO TITLE	MICRO COST
ARHUCROSS	3	\$ 451.12	2	
ARTP	24	1,998.52	9	
ARTV	51	3,623.74	7	
COMM	1	63.46	3	N/A
HIST	98	7,352.91	40	
LANG	23	1,936.50	17	
LITT	50	2,126.15	28	
PHIL	33	3,239.95	20	
TOTAL	283	\$20,792.35	126	
CROSSNAMS	18	3,004.35	9	
BIOL	70.5	36,344.05	21.5	
CHEM	17.5	19,005.46	4	
ENVL	60	10,122.89	19	N/A
GEOL	21	14,227.59	1	
MARS	15.5	13,940.01	5.5	
MATH	27	12,993.29	5	
PHYS	17	15,212.38	2	
TOTAL:	246.5	\$124,850.02	67	
ACCT	6	506.60	3	
FINA	13	4,613.40	5	
INFO	22	4,853.93	1	
MGMT	23	3,249.59	13	
MKTG	13	2,235.01	5	
NURS	66.5	9,522.97	28	N/A
PHTH	21	4,354.44	4	
PLAW	18	1,295.67	3	
PUBH	37	5,937.78	15	
SPAD	11	2,242.15	1	
MPT	5	594.45	4	
TOTAL:	235.5	\$39,405.99	82	

PERIODICALS DEPARTMENT
 PRINT PERIODICAL SUBSCRIPTIONS BY PROGRAM
 FY 1996-97

DIVISION	PRINT TITLE	PRINT COST	MICRO TITLE	MICRO COST
ANTH	9	\$ 2,455.00	3	
CRIM	22	2,631.87	5	
ECON	52	7,696.48	12	
GERO	13	2,348.19	0	N/A
POLS	87	7,533.54	38	
PSYC	75	19,797.67	25	
SOCY	28	4,680.59	11	
SOWK	15	3,013.52	6	
<hr/>				
TOTAL:	301	\$ 50,156.86	100	
<hr/>				
AFRO	13	699.04	7	
JEWS	13	546.32	2	N/A
WMST	8	416.20	2	
<hr/>				
TOTAL:	34	\$ 1,661.56	11	
<hr/>				
EDUC	52	3,706.66	23	
GENL	60	7,964.93	30	N/A
LIBR	29	3,924.47	6	
<hr/>				
GRAND TOTAL:	1,241	\$252,462.84	441	\$33,039.42
<hr/>				

THE RICHARD STOCKTON COLLEGE OF NEW JERSEY

LIBRARY

ANNUAL REPORT - FY 1996-97

PERIODICALS & REFERENCE SERIALS

submitted by:

Kerry Chang FitzGibbon

July 21, 1997