Empire Shared Collection Program: Preserving legacy print collections together

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Empire Shared Collection

Preserving legacy print collections

Nicole Colello & Jennifer Murray
Grants

2012-13: Focused on planning
Develop an implementation strategy for the establishment of a collaborative print depository in Western New York.

2013-14: Phase 1 Implementation
Test the merits of the implementation strategy and create a collection management program that enables member libraries to assess the uniqueness, overlap, and distribution of the participating libraries’ aggregate collection.

2014-15: Aggregate Serials Collection Analysis
The continuing success of the Program hinges upon having the resources to assess the aggregate collection.
Goals

- Promote cost-effective management and preservation of low-use legacy print collections, while assuring ready and perpetual access to scholars and researchers in Western New York.
- Allow for space gains for member libraries.
- Develop a sustainable model capable of growth.
Single Copy Repository

- **No duplication of titles allowed within the repository**

- **Considered the designated “last copy” for the members**

- **Starting with the University at Buffalo Libraries Annex; plans exist to transition to a distributed model as space and use dictate**
High Density Storage

Video tour of UB Libraries Annex

• http://library.buffalo.edu/annex/annex-video.html
Who makes decisions?

Steering Committee consisting of one representative from each Participating Library

Charge:
Maintain policies, agreements, and procedures for the establishment and maintenance of the Collection

Memorandum of Understanding (MOU) will be signed by participating members and will be reviewed periodically

With the approval of all Participating Libraries, other institutions may participate if they agree to the terms of the MOU and the policies for the operation of the collection.
Who owns the material?

- All participating members own the materials
- Materials are here forever unless Steering Committee approves withdrawals.
- As we move to a distributed model, publically accessible shelving is acceptable storage space.
- Participating libraries that include currently received periodicals in the Empire Shared Collection are not under any obligation to continue to subscribe to those titles.
Cost of Membership

The planning group determined that the fairest and most scalable way to determine the cost of membership was to use the total materials expenditures budgets of all member libraries.

All budgets are added together to create an aggregate number.

Each library’s percentage of the aggregate amount is the percentage each will pay toward the Operating Cost of the program.
So, for example let’s say for FY12/13:

- Operating Costs of Annex = $58,000
- UB’s total materials expenditures budget = $8.5 million
- All other participating libraries total expenditures budgets = $8.5 million
- UB would pay 50% of the Operating Costs, which would equal $29,000

This Business Plan is scalable: the more participants in the program, the smaller the cost to each institution!
# Estimated Annex Operational Costs

**FY 2012/13 for Shared Collection**

## FY2012/2013 Shared Collection Repository Operational Costs

<table>
<thead>
<tr>
<th>Personnel</th>
<th>Annual Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annex Assistant (.20 FTE)</td>
<td>$9,224</td>
</tr>
<tr>
<td>Laborer (.5 FTE)</td>
<td>$15,750</td>
</tr>
<tr>
<td>Student Assistants</td>
<td>$9,000</td>
</tr>
<tr>
<td><strong>Total Personnel</strong></td>
<td><strong>$33,974</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Hardware/Software Annual Maintenance</th>
<th>Annual Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase Satellite ILLiad Client</td>
<td>$1,800</td>
</tr>
<tr>
<td>GFA (Inventory Control System)</td>
<td>$17,200</td>
</tr>
<tr>
<td>DLSG Bookeye (BSCAN)</td>
<td>$2,387</td>
</tr>
<tr>
<td>DLSG Bookeye (KIC)</td>
<td>$2,387</td>
</tr>
<tr>
<td><strong>Total Hardware/Software Annual Maintenance</strong></td>
<td><strong>$23,774</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Supplies</th>
<th>Annual Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper, Toner, etc.</td>
<td>$1,000</td>
</tr>
<tr>
<td><strong>Total Supplies</strong></td>
<td><strong>$1,000</strong></td>
</tr>
</tbody>
</table>

| **Total Estimated FY 2012/2013 Costs** | **$58,748** |


Current members

- Buffalo State
  State University of New York
- Buffalo & Erie County Public Library
- Daemen College
- University at Buffalo
  The State University of New York
- The College at Brockport
  State University of New York
- Monroe County Library System
- ESF
  State University of New York
  College of Environmental Science and Forestry
What’s Going On Now?
Collection Analysis - stages

- Identify – UB Annex serial holdings and member holdings
- Prepare – manipulate data for needs
- Organize – all data using Access database
- Verify – UB Annex serial holdings: complete runs, gaps
- Report – provide overlap reports/forms to members via website

Starting with the most Annex Serials Overlap and moving on from there: [http://libweb1.lib.buffalo.edu/esc/index.asp](http://libweb1.lib.buffalo.edu/esc/index.asp)

First up: Buffalo and Erie County Public Library!
Collection Analysis - tools

- Aleph reports
- Excel
- OCLC collection analysis
- Access
- SharePoint
- Reports website
Collection Analysis – challenges

- Limited resources
- Complexity/Quality of data
- Numerous tools
- Labor intensive
- Scalability
Shared collection – current

- 25,000 – 30,000 serial titles held in the Annex
  11,000+ titles analyzed (237,000+ items)

- New OCLC symbol (BUFSP)
  ~4,000 Empire Shared Collection holdings
  (starting with “dead” publication status as test load)
OCLC's Shared Print Program and their Print Archive Metadata Guidelines were created to support the shift from locally-owned print inventory to jointly managed print.

Some of the other OCLC Shared Print Program members include the Western Regional Storage Trust (WEST), the Committee on Institutional Cooperation (CIC), and the Maine Shared Collections program.
Who does Cataloging?

The cataloging of records for materials included in the Shared collection will be the responsibility of the depositing library. This includes:

- Since the initial collection will be the 25,000 – 30,000 serial titles currently stored at the Annex. UB will be responsible for adding those records to the BUFSP symbol.

- Updating OCLC LHRs using the metadata guidelines of OCLC’s Shared Print Collection Program.
Discovery Methods

Local catalogs: *load records of shared materials into local catalogs* – ease of discovery, yet labor intensive to maintain records in local systems.

Discovery layers: *We feel the ideal option would be the ability to automate loading records into discovery layers of member libraries. This would make the discovery of materials easier for library patrons; less time spent maintaining records; and efficient processing of delivery requests.*
Delivery of Shared Materials

Delivery of materials to end users will follow established Document Delivery Best-Practices:

One business day for journal articles

Direct Request with ILLIAD, turning on ISO and circumventing OCLC
Future Plans:

- Phase II: Shared Monographs
- Digitization support
- Print-on-demand services for member libraries
- Any other ideas...?
How to Join

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http://empiresharedcollection.org/