UC Southern Regional Library Facility

2007/08 Annual Report

➢ New Deposits: the SRLF received 285,684 new items, including 16,000 additional volumes from UCSD, 33,259 items for the UCL Shared Print Collection and 26,775 pre-processed items from UCLA Film & Television Archive.

➢ New items added to the collections in 2007/08 totaled 266,128.

UCI Libraries	15590	6%
UCLA Libraries	128893	48%
UCLA Film & Television Archive	26775	10%
UCR Libraries	16330	6%
UCSD Libraries	34047	13%
UCSB Libraries	12484	5%
UCL Shared Print Collection	21445	8%
UCL JSTOR Archive	10564	4%

➢ Incoming deposits continue to include increasing numbers of serials titles. With 32% of all new deposits, the SRLF processing section has struggled to keep pace with incoming serial titles (up from 25% three years ago).   This challenge became greater with the loss of a serials processor

during the winter quarter. To assist with this workload, .75FTE was temporarily reassigned from the JSTOR Project to SRLF Processing during the spring quarter.

➢ Paging requests totaled 113,730, an increase of 4% from the previous year. The SRLF filled 3,855 document delivery requests electronically, either direct to the patron or to the requesting libraries via the Web.

➢ ILL requests from non-UC libraries continue to increase with 11,980 requests received in 2007/08, representing more than 10% of the SRLF's ILL workload. Staff has been challenged to keep pace with this workload, and .5 career FTE has been added to support this effort. Staff training to develop skills and greater familiarity with the OCLC and VDX tools has also improved performance and productivity.

➢ SRLF Preservation Imaging staff was increased by .5 career FTE, enabling this unit to immediately increase production in preservation microfilming. One staff member was reassigned to the evening shift, enabling the team to increase scanning capacity on the Digibook scanner by 50%. The production numbers for the year include:

Microfilm images (frames)	55,829
Microfilm reels produced	789
Digital scanning images	47,359

➢ Preservation Imaging Services relocated to SRLF Room 175 following the move of UCLA Library's Conservation Lab to the Kinross Building in November 2007. The laboratory space was modified to better serve the needs of microfilming and digital imaging, including electrical, plumbing, and flooring upgrades. The new room brings together in one contiguous space all preservation scanning, microfilming, photography, and quality control work. Preservation Imaging staff moved into the new space in May 2008. Film processing and duplication work continues to be provided on-site in Room A93.

In addition to the improved work space, photographic services were expanded with the installation of the photography and lighting studio in Room 175. Digital camera, light equipment, backdrops, strobe power packs, and Macintosh workstations were installed and configured late in the year. The addition of a fully-operational photography studio compliments the range of services provided

for digital imaging projects, including the capture of artifacts and objects along with the content of print materials.

➤ SRLF's Library Move Services completed the return of the Clark Library collections. The collections were moved back to the Clark Library gradually throughout the year, with the final delivery completed in May 2008. The collections had been stored at SRLF while renovation and installation of new HVAC and fire suppression systems were completed at Clark Library. Hundreds of boxes of rare books, folios, and microfilm were safely transported and delivered back to the Clark Library shelves without damage to any contents.

➤ Technology and network support activities during the year included the successful installation of Office 2007 and Internet Explorer 7 on all staff workstations, with training sessions (live and podcast) provided to all staff. To support the SRLF Web Developers and Preservation Imaging staff, the Adobe Creative Suite application was installed and configured. In addition, two Mac Pro workstations and a MacBook Pro were installed and configured during Spring quarter. These are the first Macs in the SRLF network and many hours of preparation, research and training were committed to this effort. Using VMWare Fusion with the Unity integration feature, the Macs seamlessly integrate Windows apps with the MacOS, supporting both MacOS 10.5 and Windows XP.

Additional IT support was provided during the installation and upgrade of the SRLF video security system. The new system uses Windows XP computers to control cameras, and provides much improved digital recording and archiving of images. Also new this year was purchase of the Ultra Mobile PC (UMPA) equipped with a USB barcode scanner that allows staff to connect via wireless network or Cat5 network access in remote areas of the stacks. UMPC applications enable staff to collect data such as item barcodes and title/collection names and then download the data to workstations. Long hours of tedious labor are significantly reduced by using this new device.

Work on the much needed Public Website redesign is 50% completed. The content has been re-coded into XHTML compliant pages (required for the redesign), and content, graphics, and photos will be updated in Fall 2008.

➤ JSTOR Phase 2 Part 1, with 274 new titles and circa five million pages of content, occupied team members throughout the year. Titles began arriving from UC campuses in July 2007, and by the end of June 2008 4,676,067 million pages had been validated (92% complete). Together with all the Phase 1 titles, the JSTOR Team has validated a grand total of **18,742,865 pages** and compiled an archive of 33,558 bound volumes. The remaining 8% of content yet to be validated in Phase 2

Part 1 represents UC volumes not yet received, some issues that were rejected due to missing or heavily damaged pages, and includes the short list of titles that are not available within the UC libraries.   Phase 2 Part 2 work has already begun, with 311 additional titles to be added and 5.6 million paged to be validated.

The JSTOR Project successfully passed the May 2008 audit with a score of 99.95% accuracy. This is a truly outstanding accomplishment.

➢ Open Content Alliance (OCA), the mass-digitization project targeting English language monograph titles with pre-1923 publication dates (i.e. in the public domain), continued uninterrupted in 2007/08. By the end of June 2008, circa 75,000 volumes from the SRLF and UCLA Libraries had been scanned and are accessible at the Internet Archive website.   An additional 34,000 volumes had been pulled for scanning but were rejected because of 1) tight margins, 2) foldouts or too large and, 3) brittle paper.   Records of the rejected items are being retained, with the hope of going back later and scanning these items using different vendors or different scanning equipment. OCA staff is now recalling volumes with foldouts, and these are being scanned using a special workstation that can accommodate the large size of the foldouts.

GOALS AND STRATEGIES FOR 2008/09

➢ **Transform the Collection** by continuing to build shared collections, by accurately describing the SRLF holdings in the online catalogs, by expanding preservation reformatting services including mass digitization, and by providing excellent management of the database systems for collection inventory control and report capabilities.   Ensure that annual deposits from the UC campuses and the incoming Shared Print collections are scheduled for transport in accordance with available staff resources at the campus and at the SRLF, striving for balanced workflows throughout the year.

➢ **Make Specialized Collections Accessible** through digitization projects.   Explore options and solutions for preserving and servicing the newsprint collection, identifying brittle or damaged titles unique to UCLA/SRLF as the top priority.   Expand digitization services for special collections, including microfilm-to-digital reformatting.   Provide delivery and access to shared collections while minimizing risk of exposure to loss or damage, relying more on digital copies and desktop document delivery.   And fully process and inventory the preservation microfilm collections (masters and print negatives) once cataloging policies and processing procedures are finalized.
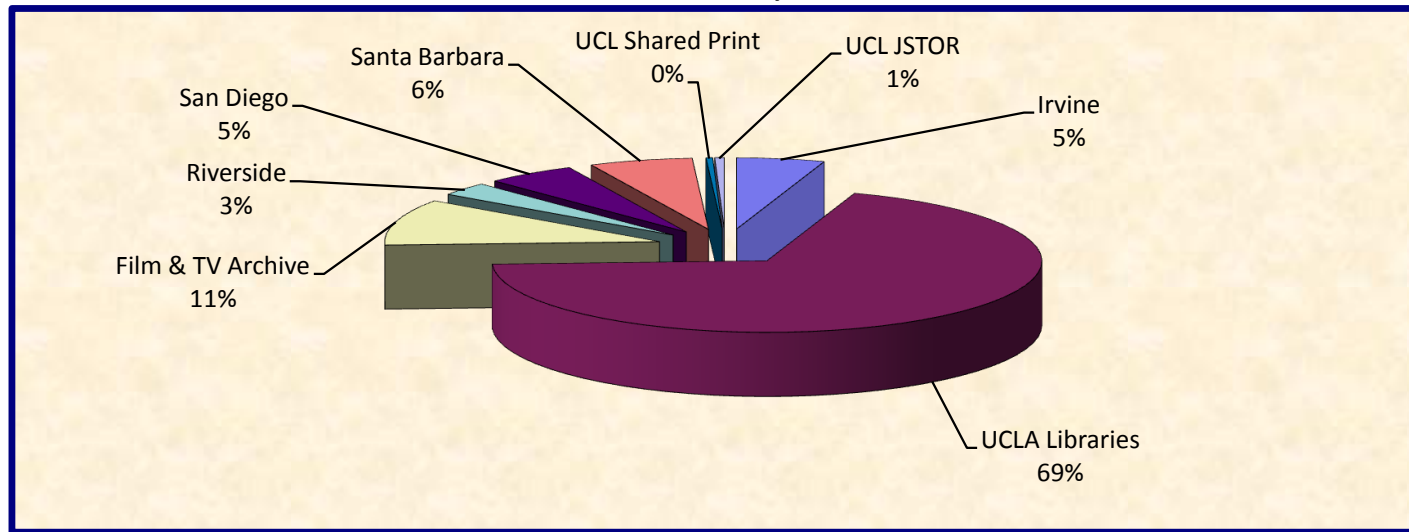
➢ **Enrich Services** by providing the best possible environmental controls and preservation of print and non-print collections that the SRLF's HVAC systems can provide. Maximize services and storage capacity for all types of deposits, including projects to reorganize and relocate map collections for greater efficiency, and to re-occupy vacated shelf space that resulted from previous deaccession projects. Also expand quality control measures that are vital to ensuring access services by producing new web-based report applications or enhancing existing applications for SRLF Paging, OCA inventory database, JSTOR, Voyager reports, and the FATA off-line circulation database.   Commit sufficient staff resources to ensure 24 hour turnaround time for all UC requests, and 48 hour turnaround time for the non-UC ILL requests.   Promote the preservation imaging and photographic services to the UC community by expanding presence on the SRLF website.   Enhance local emergency preparedness and recovery response plans by coordinating the SRLF efforts with UCLA and UC wide programs.   Take advantage of training opportunities for staff and online resources to further expand and update the SRLF Emergency Response Plan.

➢ **Enhance Learning Spaces** with the redesign and update of the SRLF internet and intranet sites. On the public website, update content and expand the site to include new services that are offered to the UC community and to non-UC clients.   Update the intranet site to ensure its critical role as a communications tool and resource for policy documents, procedures, staff training, and database management reports.

University of California
Southern Regional Library Facility
2007/08

SLF Board

UCLA Library UL
Gary E. Strong

Director
C. Carlton

Technical Processing Manager
K. May (MSO I)

Preservation Imaging Service
P. Lacson (Sr. Photographic Technician)

Public Services Manager
J. Edmondson (LAIV)

Deposits & Stacks Manager
M. Smith (LAIV)

JSTOR Project Manager
J. Doing (.75FTE)

Purchasing Asst. (AAII)
C. Barone (.5 FTE)

Processing Supervisor
T. Tran (LAIV)

ILL Asst. (LAII)
Vacant

Sr. Auto Equip. Operator
D. Diaz

JSTOR Training Supervisor (LAIII)
J. Courter

Budget Asst. (LAV)
J. Doing (.25FTE)

Serials Processing Assts. (LAIII)
C. Brennan
K. Moriwaki
K. Tam
Vacant

Photographic Technician
P. Chang
J. Daavid

Quality Control Asst. (LAII)
E. Dagdagan (.5 FTE)

Preservation/ILL Asst. (LAII)
C. McCullough (.5FTE)

Spec. Coll. Asst. (LAII)
D. Eng

Assts. I/II/III/IV
5.5 FTE

Temp Staff & Clerks/Sr. Clerks
2.5 FTE

Programmer Analyst II
D. Scholl

Paging Assistants (LAII)
J. Anderson (.25 FTE)
D. Burns (.25FTE)
L. Doan (.25 FTE)
J. Dunbar (.25 FTE)
E.Foote (.25FTE)
J. Jamison (.25 FTE)
M. Ortiz (.25 FTE)
K. Russo (.25 FTE)

OCA Scanning Coordinator (LA I)
Temp Staff

JSTOR Assistants (LAII)
R. Elsasser
A. Leslie
D. Velasquez

Processing Assts. (LAII)
J. Anderson (.75 FTE)
C. Barone (.5 FTE)
D. Burns (.75 FTE)
E. Dagdagan (.5 FTE)
L. Doan (.75 FTE)
J. Dunbar (.75 FTE)
E.Foote (.75FTE)
J. Jamison (.75 FTE)
M. Ortiz (.75 FTE)
K. Russo (.75 FTE)

Assistant Stacks Supervisor
(*LA I)
Vacant

Preservation/ILL Asst. (LAII)
C. McCullough (.5FTE)

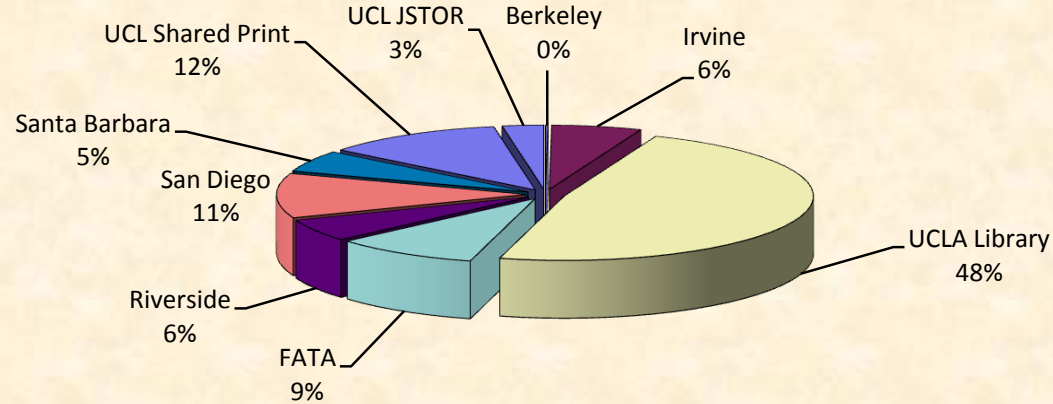* Limited Appointments

Update 06/12/08

Campus Deposits in Volume Equivalents
As of June 30, 2008

	A. Total Items Added as of 6/30/2008	B. Total Volume Equivalents Deposited	C. Volumes Deaccessioned from the SRLF	D. Contributed to JSTOR	E. Total Volumes to Go Towards Commitment
Irvine	318,254	315,830	365	4,757	310,708
LOS ANGELES					
UCLA Libraries	3,796,167	4,164,331	4,786	9,722	4,149,823
Film & TV Archive	399,313	628,626	160		628,466
SUB TOTAL for Los Angeles	4,195,480	4,792,957	4,946	9,722	4,788,011
Riverside	182,833	182,833	514	2,219	180,100
San Diego	324,029	324,060	350	6,606	317,104
Santa Barbara	362,584	366,660	493	1,079	365,088
SUB TOTAL	5,383,180	5,982,340	6,668		5,961,011
UCL Shared Print	114,539	23,366		10	23,356
UCL JSTOR	33,558	33,558			33,558
Berkley (Microfilm)	22,441	6,988			6,988
GRAND TOTAL	5,553,718	6,046,252	6,668		6,024,913

ITEMS RECEIVED
JULY 2007 thru JUNE 2008

UCL Shared Print 12%
UCL JSTOR 3%
Berkeley 0%
Irvine 6%
Santa Barbara 5%
San Diego 11%
UCLA Library 48%
Riverside 6%
FATA 9%

Number of Items Received

	Jul-07	Aug-07	Sep-07	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	To Date
Berkeley		47						253				158	458
Irvine	1,880	2,057	1,076		2,250	734	669	708	3,249		1,597	2,478	16,698
Los Angeles													
UCLA Library	5,353	5,028	5,909	9,829	6,813	3,393	12,693	17,785	18,647	16,263	21,080	15,059	137,852
FATA	4,185	4,510	1,208	2,450	2,757	2,201	2,664	1,457	2,003	1,357	1,350	633	26,775
Los Angeles Subtotal	9,538	9,538	7,117	12,279	9,570	5,594	15,357	19,242	20,650	17,620	22,430	15,692	164,627
Riverside	3,462			6,981		1,701		1,578	1,999			200	15,921
San Diego	2,123	1,926	3,081	1,207	7,532				4,500	3,992	5,722	1,917	32,000
Santa Barbara		1,278	1,648	565	3,104	1,620		1,334	1,099	1,515	2,824	532	15,519
UCL Shared Print	2,004	5,265	4,189	3,897	3,331	1,235	3,166	2,458	2,512	2,518	1,510	1,174	33,259
UCL JSTOR	207	724	2,587	1,062	86	271	78	65	1,397	769	40	374	7,660
Deposits Received	17,210	15,523	15,509	22,094	22,542	9,920	16,104	22,927	32,894	23,896	32,613	21,193	285,684

U. C. Southern Regional Library Facility
## Items Added By Campus From July 2007 Thru June 2008
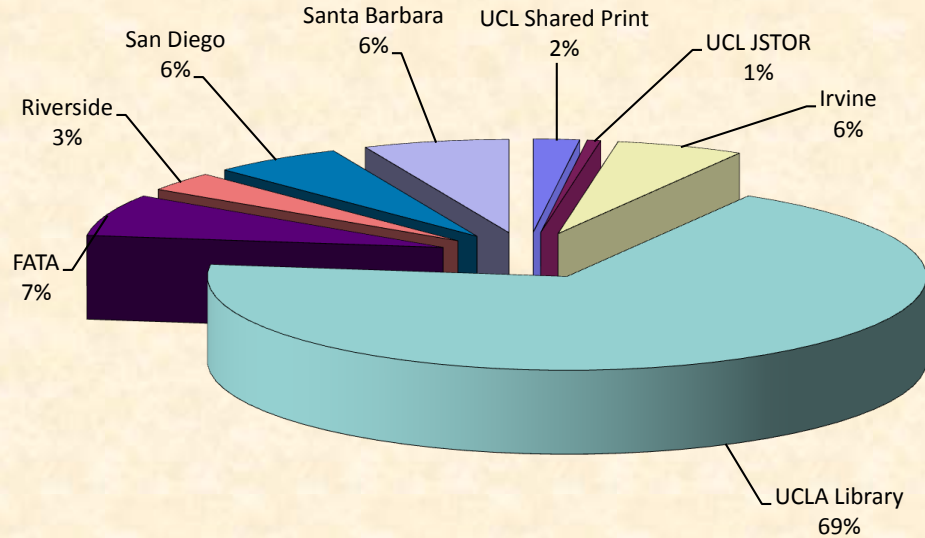
Items Added	Jul-07	Aug-07	Sep-07	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	2007/08 TOTAL	1987/07 TOTAL	GRAND TOTAL TO DATE
UCL Shared Print	2,620	3,105	1,182	2,290	2,052	437	2,131	1,547	1,639	2,014	1,349	1,079	21,445	93,094	114,539
UCL JSTOR	0	1,372	956	1,148	1,321	773	971	804	712	1,179	276	1,052	10,564	22,994	33,558
Irvine	669	1,645	3,434	1,268	298	1,702	865	923	384	283	0	4,119	15,590	302,664	318,254
Los Angeles															
UCLA Library	11,453	6,780	6,493	7,693	5,995	5,745	9,772	11,331	14,713	17,458	17,236	14,224	128,893	3,667,274	3,796,167
FATA	4,185	4,510	1,208	2,450	2,757	2,201	2,664	1,457	2,003	1,357	1,350	633	26,775	372,538	399,313
Los Angeles Sub-Total	15,638	11,290	7,701	10,143	8,752	7,946	12,436	12,788	16,716	18,815	18,586	14,857	155,668	4,039,812	4,195,480
Riverside	1,272	1,732	1,110	3,972	2,940	1,168	1,468	870	842	839	64	53	16,330	166,503	182,833
San Diego	1,419	6,333	2,023	2,331	1,735	2,283	1,414	1,466	1,938	6,198	4,706	2,201	34,047	289,982	324,029
Santa Barbara	476	320	1,360	838	1,869	855	1,427	651	1,973	1,023	1,469	223	12,484	350,100	362,584
Total	22,094	25,797	17,766	21,990	18,967	15,164	20,712	19,049	24,204	30,351	26,450	23,584	266,128	5,265,149	5,531,277

ITEMS ADDED
JULY 2005 thru JUNE 2008
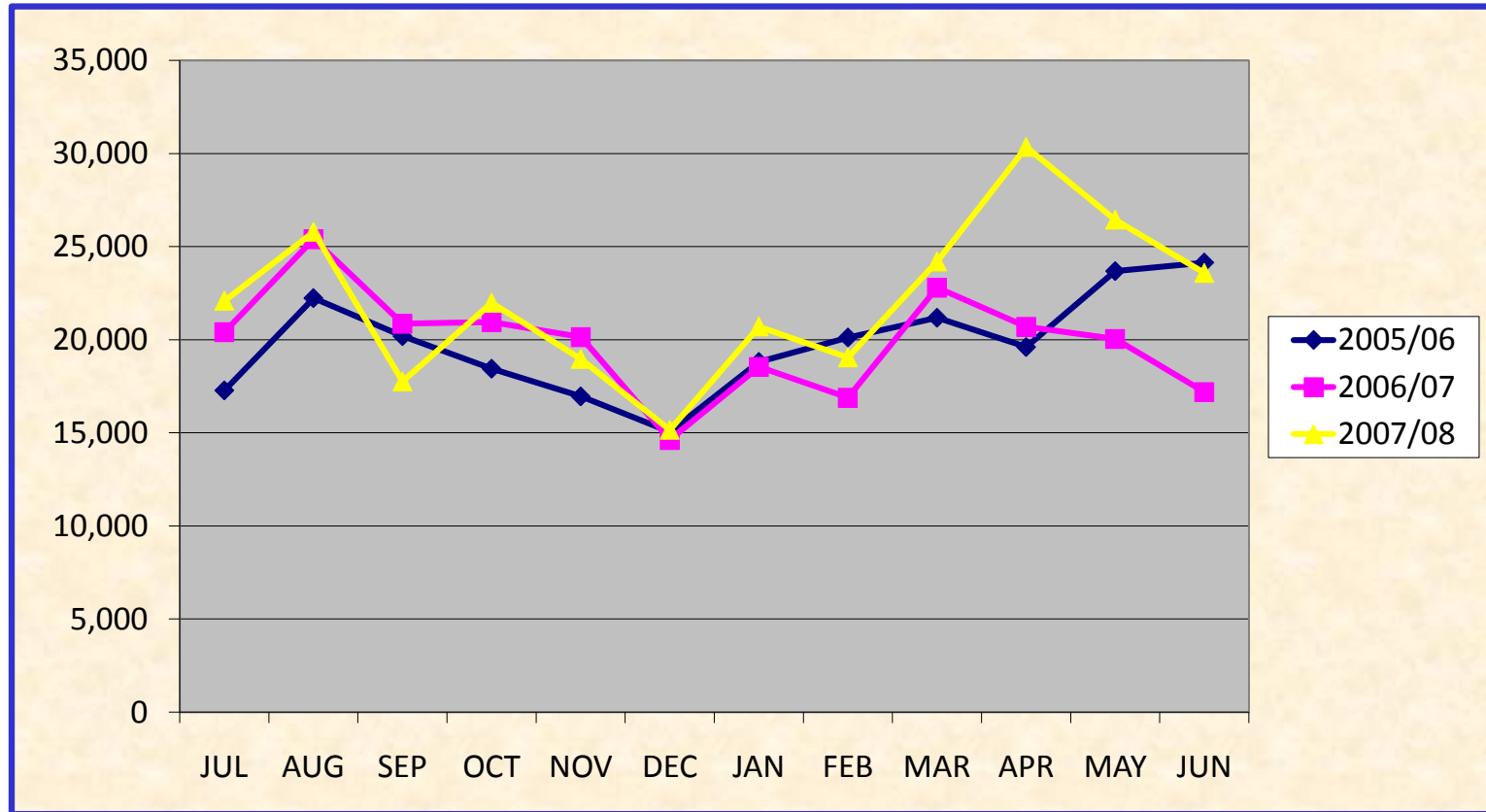
Added	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
2005/06	17,280	22,235	20,190	18,444	16,957	15,050	18,808	20,121	21,180	19,606	23,684	24,143	237,698
2006/07	20,404	25,401	20,864	20,936	20,148	14,616	18,538	16,887	22,798	20,694	20,046	17,180	238,512
2007/08	22,094	25,797	17,766	21,990	18,967	15,164	20,712	19,049	24,204	30,351	26,450	23,584	266,128
Total	59,778	73,433	58,820	61,370	56,072	44,830	58,058	56,057	68,182	70,651	70,180	64,907	742,338

Southern Regional Library Facility
Report on Campus Contributions to Shared Print Collections 2006-2008
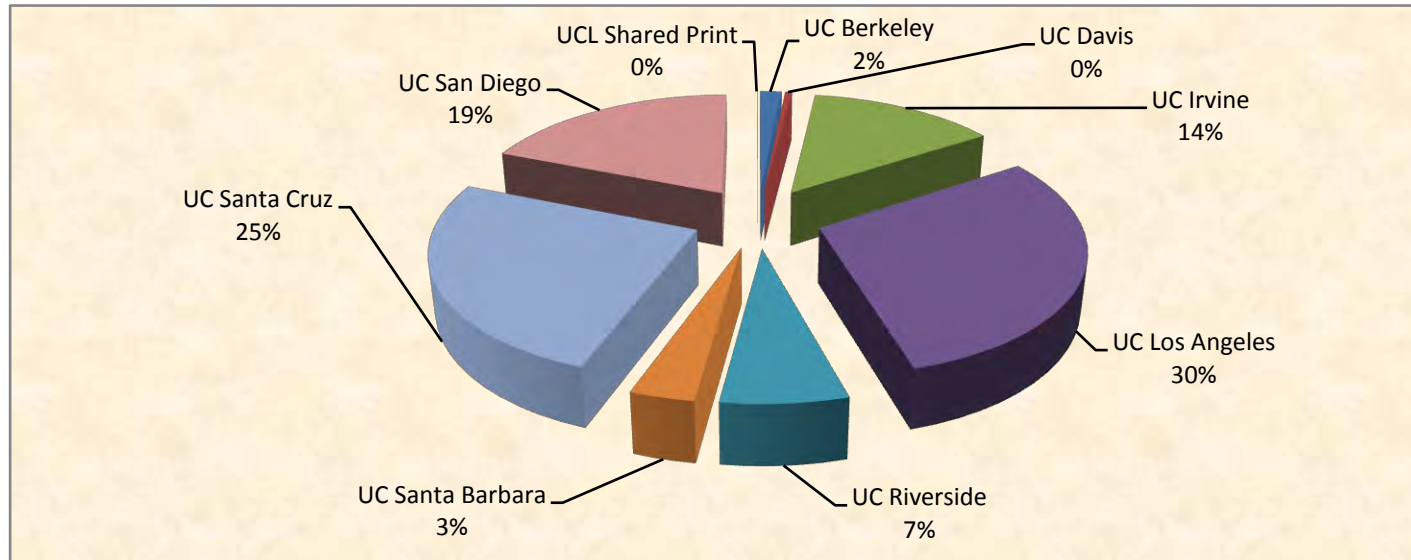
Campus	CORESTORE 2005/2006	JSTOR 2006/2007	JSTOR 2007/2008	Current JSTOR Total	Grand Total to Shared Print
UC Berkeley	0	409	140	549	549
UC Davis	0	37	136	173	173
UC Irvine	41	3,065	1,692	4,757	4,798
UC Los Angeles	685	4,362	5,360	9,722	10,407
UC Riverside	65	1,222	997	2,219	2,284
UC Santa Barbara	87	511	568	1,079	1,166
UC Santa Cruz	0	8,087	817	8,904	8,904
UC San Diego	0	5,072	1,534	6,606	6,606
UCL Shared Print	0	0	10	10	10
Total Added	**878**	**22,765**	**11,254**	**34,019**	**34,897**

PAGING REQUESTS
JULY 2007 thru JUNE 2008

Pie chart labels:
- Santa Cruz 2%
- Santa Barbara 4%
- San Francisco 0%
- San Diego 4%
- Riverside 2%
- Merced 1%
- Stanford 0%
- FATA Requests 5%
- OTHER 11%
- On-Site Requests 7%
- Berkeley 2%
- Davis 2%
- Irvine 3%
- Law.Livermore 0%
- Los Angeles 57%
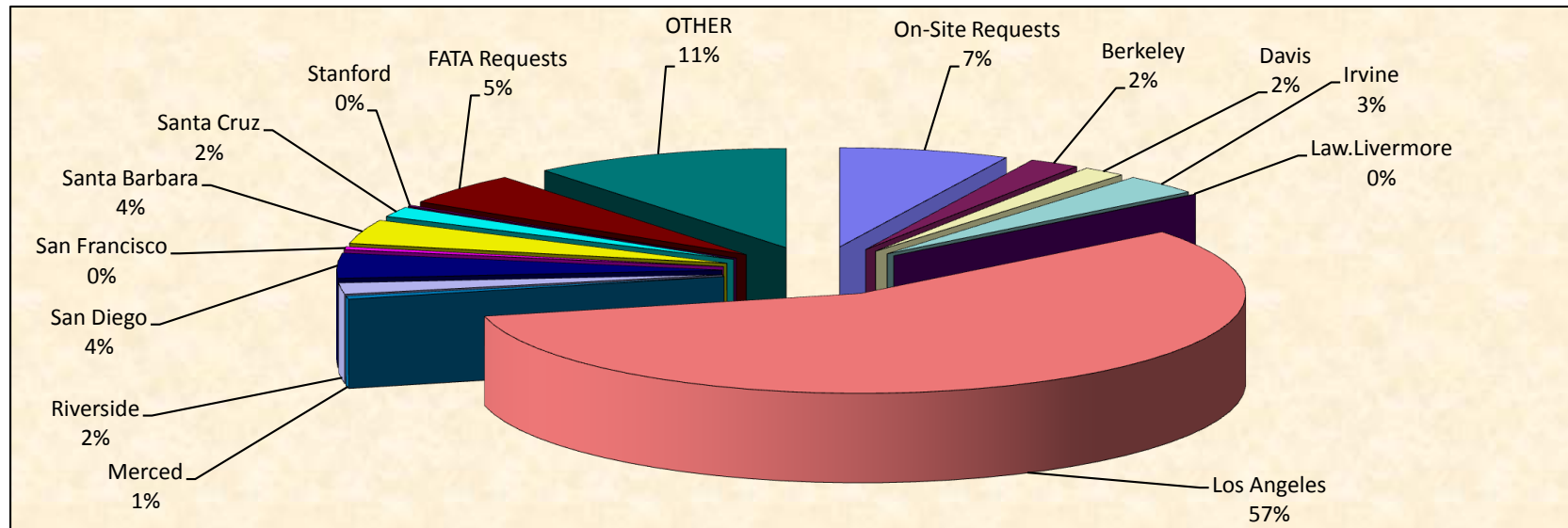
	Jul-07	Aug-07	Sep-07	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	To Date
On-Site Requests	556	537	700	734	744	599	913	595	752	492	675	816	8,113

Origin of Paging Requests

	Jul-07	Aug-07	Sep-07	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	To Date
Berkeley	104	137	177	227	192	87	202	302	291	365	142	172	2,398
Davis	148	169	138	275	174	107	106	200	166	222	208	138	2,051
Irvine	209	269	240	367	310	200	382	317	295	381	453	295	3,718
Law.Livermore	9	0	0	0	0	0	1	1	0	5	13	5	34
Los Angeles	4,739	4,809	4,418	6,405	5,774	3,394	5,881	6,339	5,519	6,721	6,409	4,411	64,819
Merced	30	44	53	33	70	23	83	65	45	65	30	38	579
Riverside	187	163	107	186	151	105	253	250	162	244	157	102	2,067
San Diego	271	283	244	475	477	189	551	501	335	601	445	256	4,628
San Francisco	25	62	30	78	45	32	95	43	46	30	23	31	540
Santa Barbara	328	210	207	448	377	220	531	415	376	502	493	332	4,439
Santa Cruz	116	104	91	193	172	96	171	233	154	174	218	142	1,864
Stanford	10	13	12	19	15	11	26	20	26	22	17	17	208
SUB TOTAL	6,176	6,263	5,717	8,706	7,757	4,464	8,282	8,686	7,415	9,332	8,608	5,939	87,345
FATA Requests	435	590	519	652	424	266	375	483	532	610	585	514	5,985
OTHER	596	658	782	1271	1239	1255	1237	1241	1097	1268	858	785	12,287
GRAND TOTAL	7,763	8,048	7,718	11,363	10,164	6,584	10,807	11,005	9,796	11,702	10,726	8,054	113,730

PAGING REQUESTS
JULY 2005 thru JUNE 2008
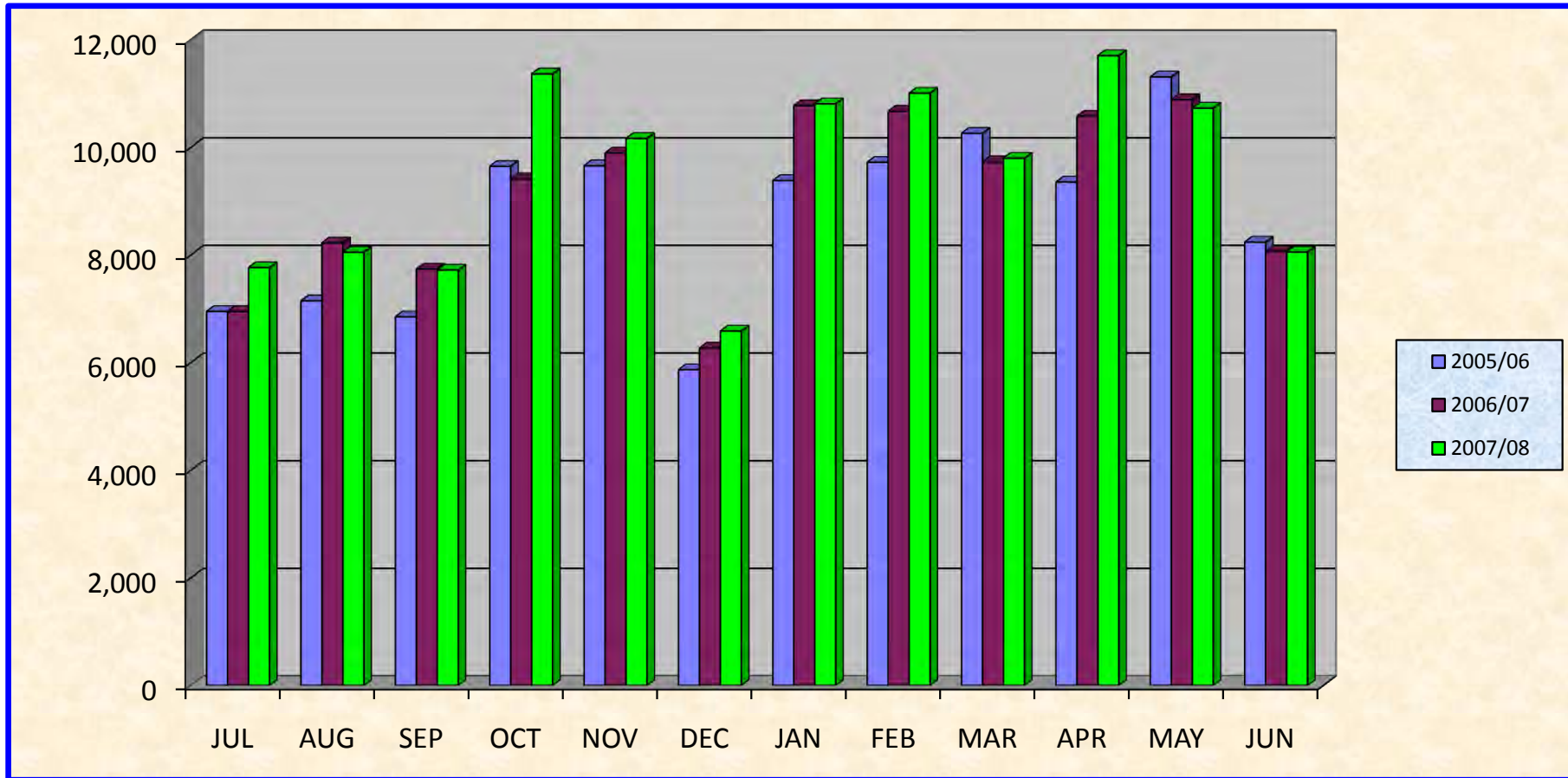
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
2005/06	6,949	7,146	6,849	9,645	9,657	5,865	9,381	9,720	10,260	9,353	11,307	8,237	104,369
2006/07	6,948	8,223	7,735	9,415	9,892	6,268	10,774	10,670	9,731	10,576	10,885	8,065	109,182
2007/08	7,763	8,048	7,718	11,363	10,164	6,584	10,807	11,005	9,796	11,702	10,726	8,054	113,730
TOTAL	21,660	23,417	22,302	30,423	29,713	18,717	30,962	31,395	29,787	31,631	32,918	24,356	327,281