UC Southern Regional Library Facility

2008/09 Annual Report

➢ New Deposits: the SRLF received 277,023 new items, including 16,000 extra deposits from UCSD, 37,142 items for the UCL Shared Print Collections and 26,446 pre-processed items from UCLA Film & Television Archive.

➢ New items added to the collections in 2008/09 totaled 269,809.

UCI Libraries	13578	5%
UCLA Libraries	135183	50%
UCLA Film & Television Archive	26446	10%
UCR Libraries	11098	4%
UCSD Libraries	31124	12%
UCSB Libraries	11482	4%
UCL Shared Print Collection	34260	13%
UCL JSTOR Archive	6638	2%

➢ SRLF Technical Processing Manager Karen May retired on February 28, 2009, after more than 33 years of service to the University of California. Karen had been the processing supervisor since the SRLF opened 1987, and under her guidance the SRLF staff processed circa 6 million items. Karen was instrumental in designing, testing, and implementing procedures for all types of print

and non-print deposits, and her SRLF deposit forms are in use throughout the southern UC libraries.

➢ Paging and ILL requests totaled 123,020, an increase of 8% from the previous year. The SRLF filled 6,081 document delivery requests electronically, either direct to the patron via the Web or to the requesting libraries via Ariel.

➢ ILL requests from non-UC libraries continue to increase with 16,134 requests received in 2008/09, a staggering **35% increase** over the previous year. Non-UC requests now represent more than 13% of the SRLF's ILL workload.   Staff has been challenged to keep pace with this workload, and additional FTE in student assistance has been assigned to support this effort. Continuing staff training to develop skills and greater familiarity with the OCLC and VDX tools has improved performance and productivity.

➢ SRLF Preservation Imaging continued to staff 1FTE on 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)	33122
Microfilm reels produced	237
Digital scanning images	27902
Microfilm reels scanned	7

➢ With assistance from UCLA Library Business Services staff, Preservation Imaging completed a thorough review to update the UC and non-UC rates for services in summer 2008. The new rates were approved by UCLA Office of Academic Planning and Budget (APB) and became effective October, 2008.   Preservation Imaging also expanded services with the purchase and installation of the Mekel Mach V scanner in January 2009.   The Mekel scanner provides high-speed and high-quality microfilm scanning that will be cost effective for Library clients and individuals. The Mekel scanner will be used for large digitization projects and for ILL/Document Delivery requests.

➢ Technology and network support activities during the year included the successful installation and configuration of staff workstations and a new microfilm scanner, and the testing and

installation of new server and OS software.   Last year's installation of Macs has placed additional demands on IT staff to manage routine updates, changes, and maintenance. Along with this increased workload, the aging equipment elsewhere on the SRLF network has resulted in many help desk tickets that are not easily or quickly resolved.   However, the SRLF continues to advance with the 3-year replacement program for staff workstations. Fifteen new workstations were purchased in May 2009 and these replacements will retire the oldest hardware in the network.

IT staff have been testing Windows 7 as a likely replacement for XP, and this testing will continue in 2009/10. Windows 2008 was successfully installed on two servers, and SQL Server 2008 is now on the development server.

SRLF IT staff have been working closely with UCLA Digital Library to identify computer specifications and coordinate the installation of the Stokes Imaging scanner.   The Stokes Project, due to start in 2009/10, is planned as a four-month project to test semi-automated mass digitization of unbound manuscripts, postcards, and photographic collections. A SharePoint site has been set up to facilitate coordination and communication among Stokes team members that include selectors, DL, DCS, Cataloging and Metadata staff and SRLF technicians.

➢ JSTOR Phase 2 Part 2, with 296 new titles and circa 5.8 million pages of content, occupied team members throughout the year.   Titles began arriving from UC campuses in July 2008, and by the end of June 2009 4,924,000 million pages had been validated (84% complete).   Together with all the Phase 1 and Phase 2.1 titles, the JSTOR Team has validated a grand total of **25,408,000 pages** and compiled a print archive of **43,248** bound volumes.   The remaining 15% of content yet to be validated in Phase 2 Part 2 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.   Work on Phase 3 has already begun, with 211 additional titles to be added and ca. 3.6 million paged to be validated.

The JSTOR Project is scheduled for its next audit in August 2009. The goal in 2009 is to meet or exceed the 2008 audit score of 99.95% accuracy.

➢ 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 2008/09.   In June 2008, Microsoft announced that it was withdrawing its funding of the project, and by mid-January 2009 the Internet Archive staff was downsized from 2 shifts to a single shift with 11 scanning workstations, including one station for foldouts and other large sized content. IA expanded the scanning operation to include non-English language material published before 1923, with most of the items in Western European languages. By the end of June 2009, circa 99,000 volumes from the SRLF and UCLA Libraries had been scanned and are accessible at the Internet Archive website.   An additional 56,443 volumes had been pulled for scanning but were

rejected because of 1) tight margins, 2) foldouts too large and, 3) brittle paper.   Records of the rejected items are being retained, with the intent of going back later and scanning these items using different vendors or different scanning equipment.   OCA staff has been recalling previously rejected volumes with foldouts, and 1,528 have been scanned using the special workstation that can accommodate the large size of the foldouts.
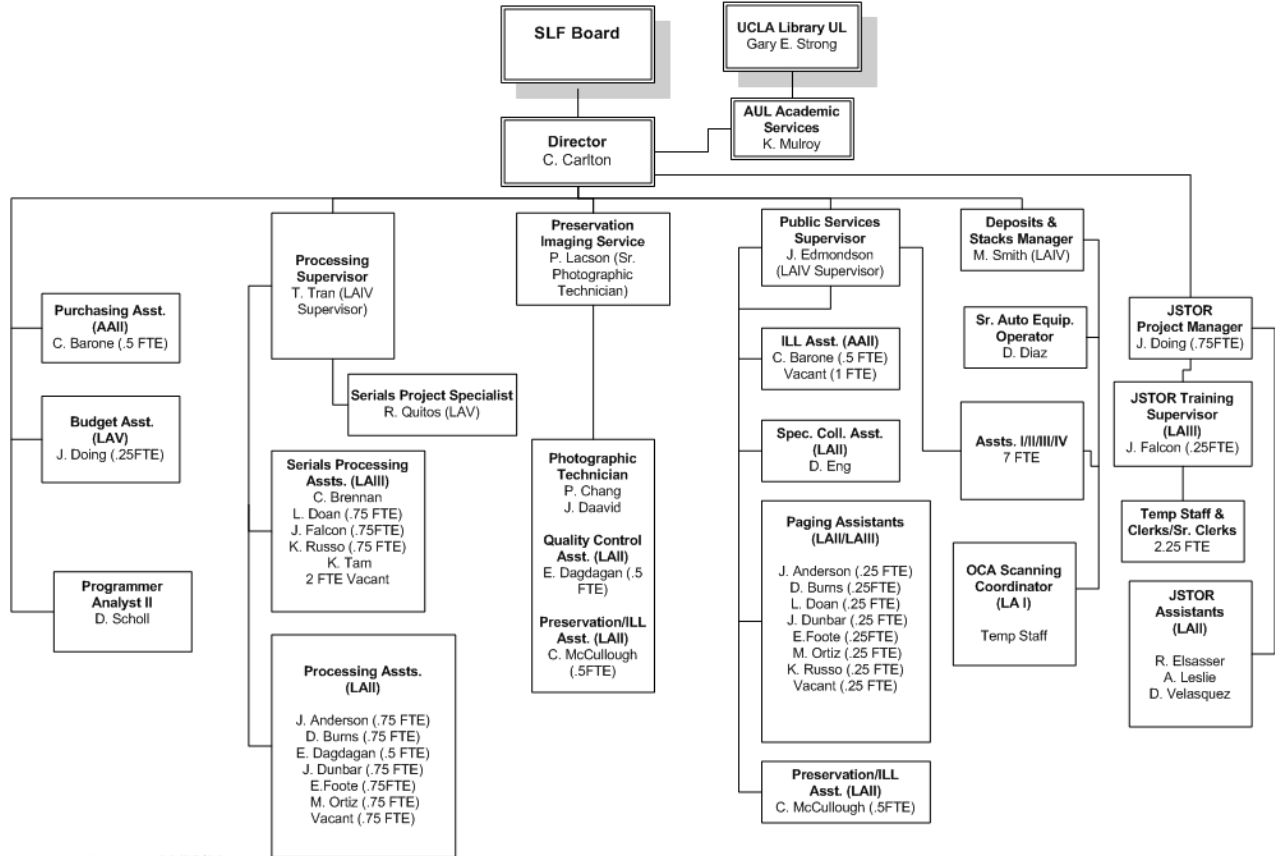
➢ **Transform the Collection** by continuing to build shared collections, by expanding preservation reformatting services, and by providing excellent management of the database systems for collection inventory control and report capabilities.

- o 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. Strive to increase the SRLF capacity to accept new deposits in response to increased demand from the campus libraries. Deposit requests exceed 290,000 for 2009/10, while SRLF capacity to process deposits is less than 200,000.

- o Expand capacity for digital reformatting of non-print collections with installation of new scanning equipment, and through coordinated project management with UCLA Digital Library and selectors. Provide training for staff to expand their knowledge and expertise with all scanning devices and in technical metadata requirements.

- o Enhance SRLF data collection resources by designing new databases or applications with improved functionality. These applications, once placed into production, will improve work productivity in public services and technical processing functions.

➢ **Make Specialized Collections Accessible** through digitization projects, and continue to explore options and solutions for preserving and servicing the newspaper collection.

- o Expand digitization services for special collections, including microfilm-to-digital reformatting. Participate in the Stokes Imaging Project by providing space, staff resources, and IT support for this 4-month pilot project that will digitize manuscripts, postcards, and photograph collections.

- o 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 when possible.

- o Fully process and inventory the preservation microfilm collections (masters and print negatives), ensuring accuracy of the SRLF holdings in the local catalogs. Goal is to process at least 10,000 reels in the next twelve months.

- o Identify brittle or damaged newspaper titles that are unique to UCLA/SRLF and give priority attention to retention and reformatting decisions for these at-risk titles. There are approximately 4000 newspaper bundles most at risk, with an unknown percentage that are unique to UCLA.

➢ **Enhance Learning Spaces** with improvements to physical and virtual spaces.

- o 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.

- o 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.

- o Support efforts to enhance learning spaces at the campus locations by providing storage space so that UC libraries can open up and repurpose campus space. Staff will be working closely with UCLA Library during the YRL Renovation Project to move reference, government information, and map collections to the SRLF.

- o Together with UCLA Library and UCLA Capital Programs, complete the Preliminary Planning Guide for SRLF Phase 3.

University of California
Southern Regional Library Facility
June 2009

SLF Board

UCLA Library UL
Gary E. Strong

Director
C. Carlton

AUL Academic Services
K. Mulroy

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

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

Programmer Analyst II
D. Scholl

Processing Supervisor
T. Tran (LAIV Supervisor)

Serials Project Specialist
R. Quitos (LAV)

Serials Processing Assts. (LAIII)
C. Brennan
L. Doan (.75 FTE)
J. Falcon (.75FTE)
K. Russo (.75 FTE)
K. Tam
2 FTE Vacant

Processing Assts. (LAII)
J. Anderson (.75 FTE)
D. Burns (.75 FTE)
E. Dagdagan (.5 FTE)
J. Dunbar (.75 FTE)
E. Foote (.75FTE)
M. Ortiz (.75 FTE)
Vacant (.75 FTE)

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

Photographic Technician
P. Chang
J. Daavid

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

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

Public Services Supervisor
J. Edmondson (LAIV Supervisor)

ILL Asst. (AAII)
C. Barone (.5 FTE)
Vacant (1 FTE)

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

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

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

Deposits & Stacks Manager
M. Smith (LAIV)

Sr. Auto Equip. Operator
D. Diaz

Assts. I/II/III/IV
7 FTE

OCA Scanning Coordinator (LA I)
Temp Staff

JSTOR Project Manager
J. Doing (.75FTE)

JSTOR Training Supervisor (LAIII)
J. Falcon (.25FTE)

Temp Staff & Clerks/Sr. Clerks
2.25 FTE

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

Updated 06/25/09

Campus Deposits in Volume Equivalents
As of June 30, 2009
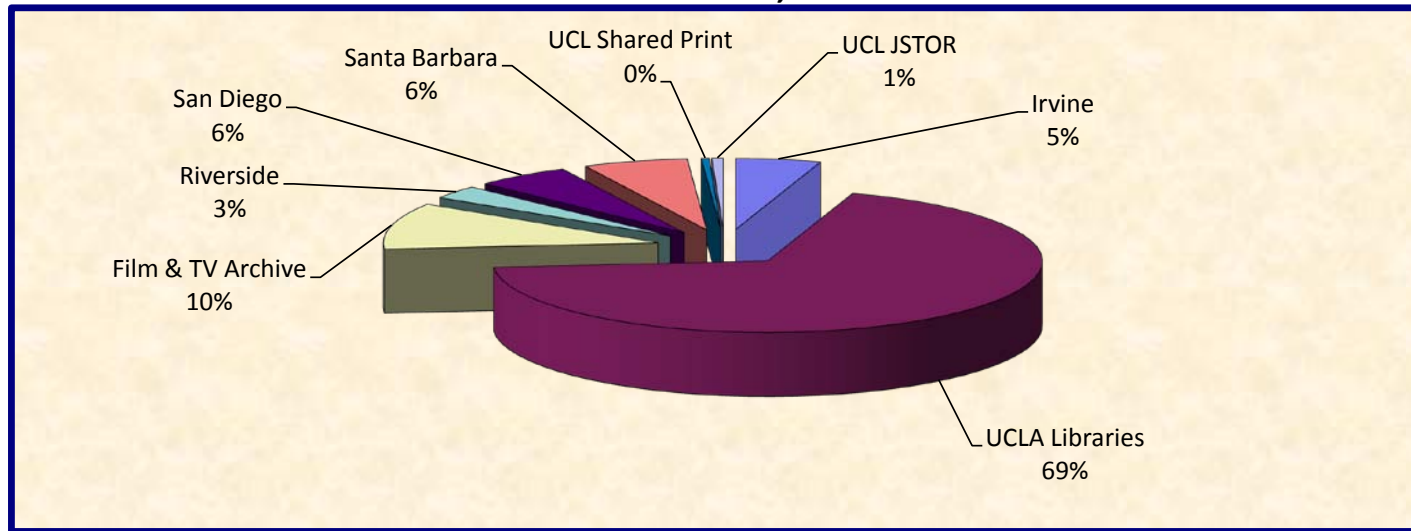
|	A. Total Items Added as of 6/30/2009	B. Total Volume Equivalents Deposited	C. Volumes Deaccessioned from the SRLF	D. Contributed to JSTOR	E. Total Volumes to Go Towards Commitment
Irvine	331,832	329,371	368	6,431	322,572
LOS ANGELES					
UCLA Libraries	3,931,350	4,455,305	35,271	12,139	4,407,895
Film & TV Archive	425,759	676,507	160		676,347
SUB TOTAL for Los Angeles	4,357,109	4,902,499	35,431	12,139	4,854,929
Riverside	193,931	196,339	569	3,539	192,231
San Diego	355,153	367,968	350	7,650	359,968
Santa Barbara	374,066	398,710	772	1,759	396,179
SUB TOTAL	5,612,091	6,194,887	37,490	31,518	6,125,879
UCL Shared Print	148,799	30,355		440	29,915
UCL JSTOR	40,196	43,248			43,248
Berkley (Microfilm)	22,441	6,336			6,336
GRAND TOTAL	5,823,527	6,274,826	37,490	31,958	6,205,378

ITEMS RECEIVED
JULY 2008 thru JUNE 2009
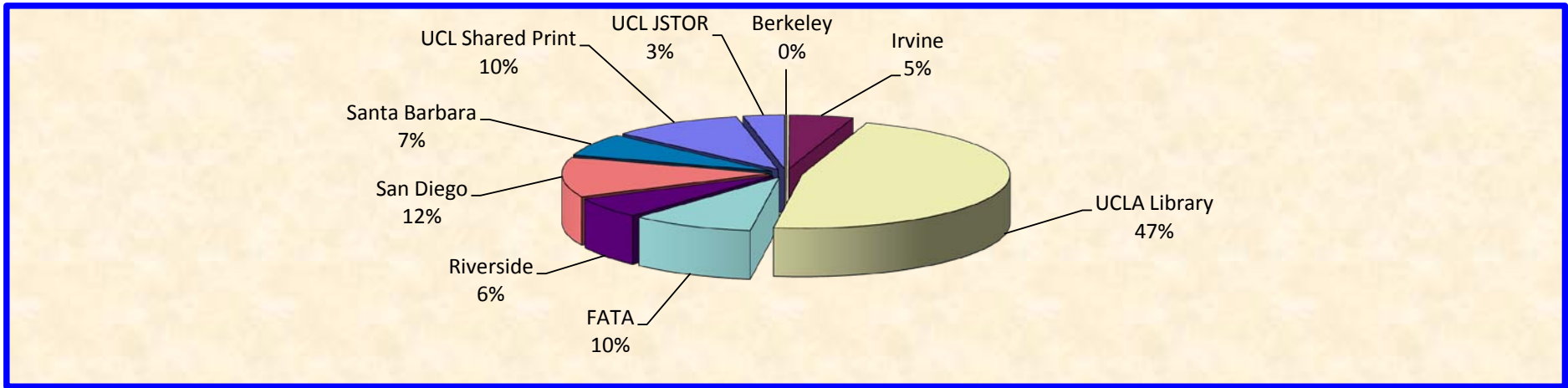
Number of Items Received

	Jul-08	Aug-08	Sep-08	Oct-08	Nov-08	Dec-08	Jan-09	Feb-09	Mar-09	Apr-09	May-09	Jun-09	To Date
Berkeley											112		112
Irvine	2,600			4,314			2,625			2,446		1,794	13,779
Los Angeles													
UCLA Library	10,065	13,099	18,693	14,650	16,500	6,760	5,962	7,478	4,744	6,645	15,805	10,343	130,744
FATA	3,279	3,773	3,612	5,371	2,530	1,588	1,012	1,452	1,418	1,078		1,333	26,446
Los Angeles Subtotal	13,344	16,872	22,305	20,021	19,030	8,348	6,974	8,930	6,162	7,723	15,805	11,676	157,190
Riverside		3,815	2,297		2,616			2,143	2,096		3,930	247	17,144
San Diego	3,288	1,629	1,868	4,026	5,564	5,519	1,376	2,319	2,509	2,484	1,395	987	32,964
Santa Barbara	420	1,750	2,044	1,080	1,282	2,034	634	1,883	1,047	1,962	2,113	2,443	18,692
UCL Shared Print	361	2,443	1,308	1,449	3,698	1,922	4,745	2,860	1,790	2,303	3,359	2,055	28,293
UCL JSTOR			878	3,995	1,514					1,965		497	8,849
Deposits Received	19,652	24,066	29,392	33,436	30,006	15,901	11,609	15,275	11,814	16,580	23,243	17,644	277,023

U. C. Southern Regional Library Facility
## Items Added By Campus From July 2008 Thru June 2009

Pie chart: Riverside 3%, San Diego 6%, Santa Barbara 6%, UCL Shared Print 3%, UCL JSTOR 1%, Irvine 6%, FATA 7%, UCLA Library 68%
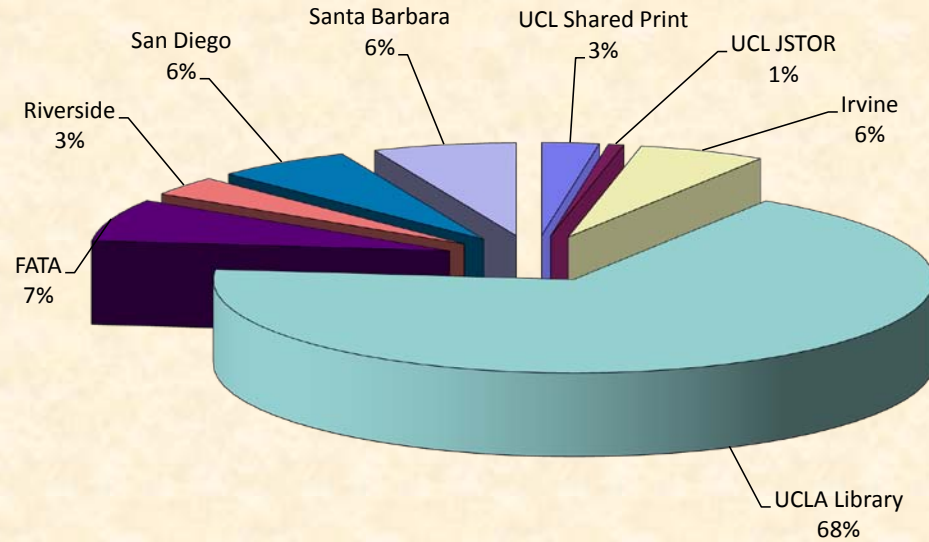
Items Added	Jul-08	Aug-08	Sep-08	Oct-08	Nov-08	Dec-08	Jan-09	Feb-09	Mar-09	Apr-09	May-09	Jun-09	2008/09 TOTAL	1987/2008 TOTAL	GRAND TOTAL TO DATE
UCL Shared Print	1,722	1,687	1,948	2,827	2,118	1,993	3,659	2,179	3,258	4,221	5,446	3,202	34,260	114,539	148,799
UCL JSTOR	359		94	1,013	422	848	658	1,245	775	470	511	243	6,638	33,558	40,196
Irvine	3,357	1,344	406	2,305	465	163	275	1,318	328	1,626	1,027	964	13,578	318,254	331,832
Los Angeles															
UCLA Library	12,172	11,731	14,760	14,465	8,553	10,854	11,957	8,310	9,331	9,301	8,011	15,738	135,183	3,796,167	3,931,350
FATA	2,204	2,204	2,203	2,204	2,204	2,204	2,204	2,203	2,204	2,204	2,204	2,204	26,446	399,313	425,759
Los Angeles Sub-Total	14,376	13,935	16,963	16,669	10,757	13,058	14,161	10,513	11,535	11,505	10,215	17,942	161,629	4,195,480	4,357,109
Riverside	311	512	716	1,092	1,843	428	352	362	2,435	439	2,284	324	11,098	182,833	193,931
San Diego	898	1,146	2,216	2,626	960	1,024	2,022	2,949	2,432	5,462	3,631	5,758	31,124	324,029	355,153
Santa Barbara	931	778	684	507	843	297	127	227	1,460	4,423	1,069	136	11,482	362,584	374,066
Total	21,954	19,402	23,027	27,039	17,408	17,811	21,254	18,793	22,223	28,146	24,183	28,569	269,809	5,531,277	5,801,086

ITEMS ADDED
JULY 2006 thru JUNE 2009
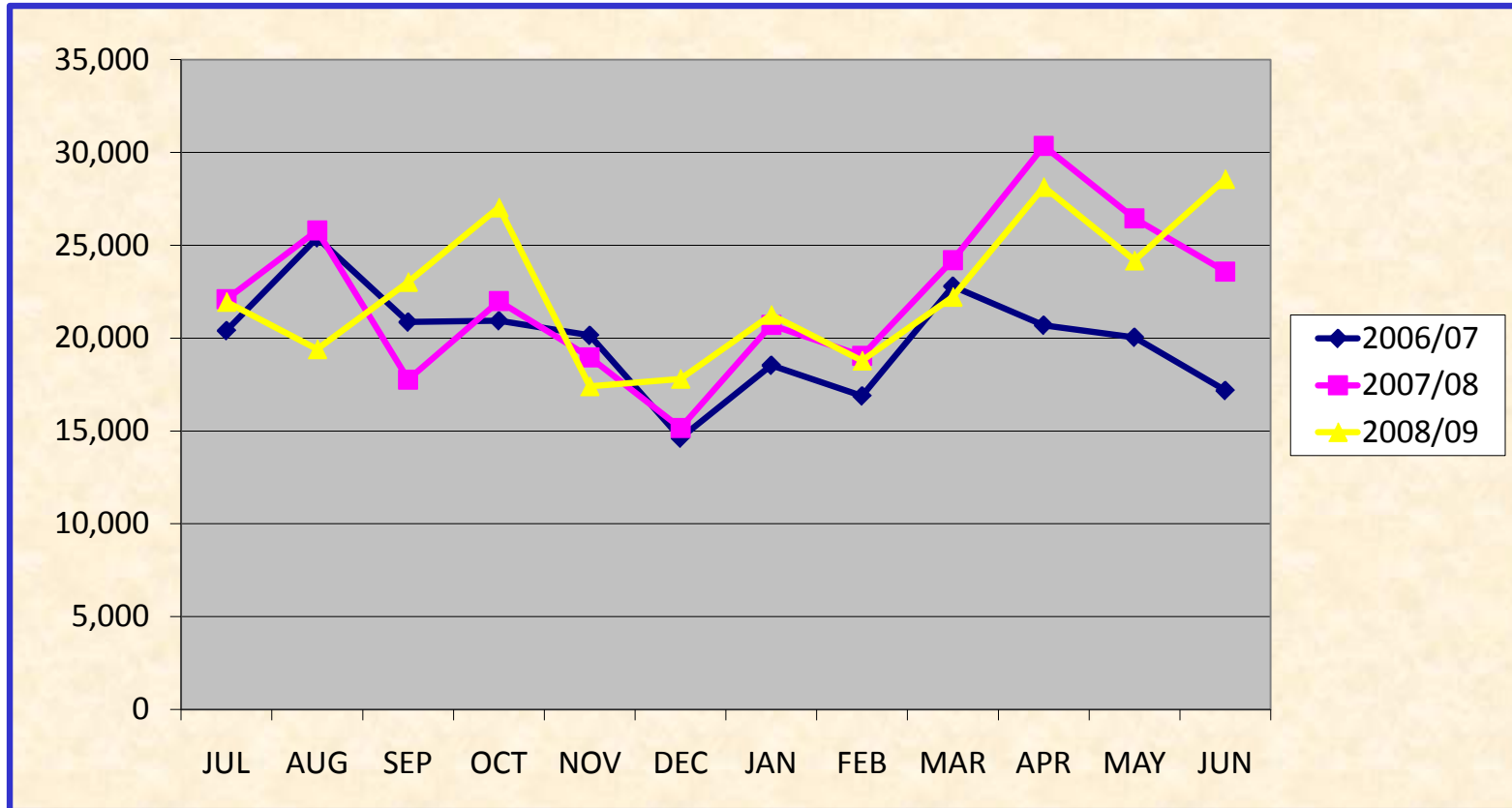
Added	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
2006/07	20,404	25,401	20,864	20,936	20,148	14,616	18,538	16,887	22,798	20,694	20,046	17,180	238,512
2007/08	22,094	25,797	17,766	21,990	18,967	15,164	20,712	19,049	24,204	30,351	26,450	23,584	266,128
2008/09	21,954	19,402	23,027	27,039	17,408	17,811	21,254	18,793	22,223	28,146	24,183	28,569	269,809
Total	64,452	70,600	61,657	69,965	56,523	47,591	60,504	54,729	69,225	79,191	70,679	69,333	774,449

Southern Regional Library Facility
Report on Campus Contributions to Shared Print Collections 2006-2009
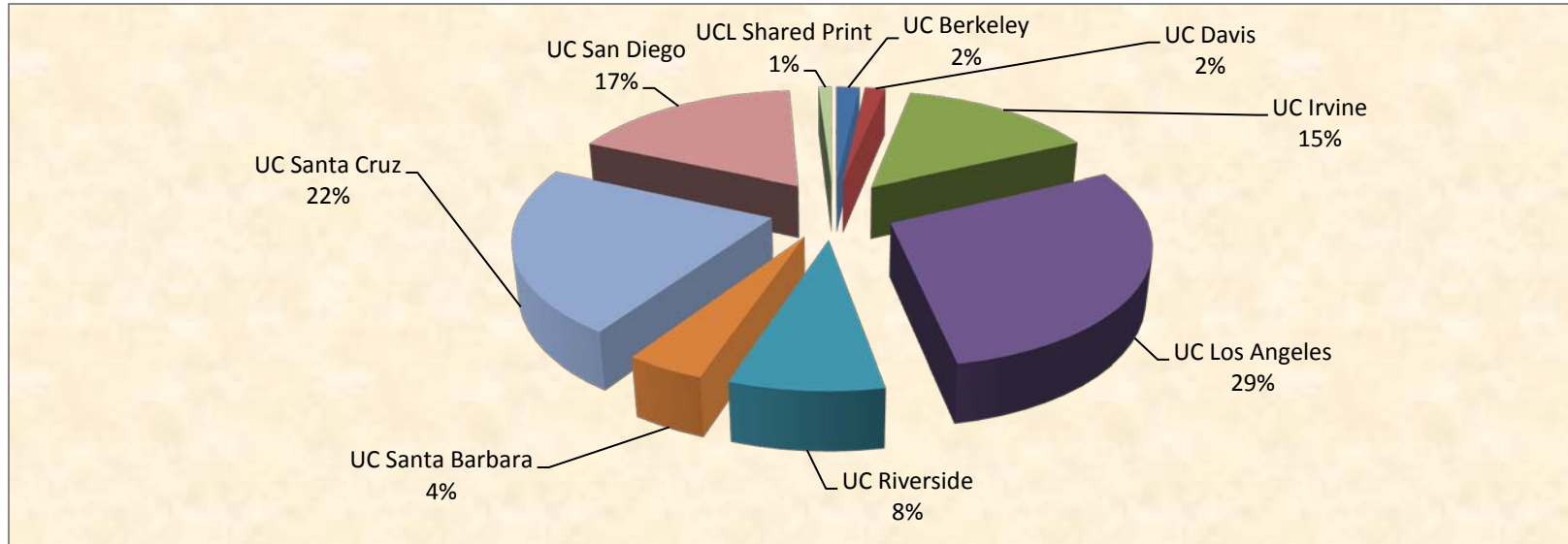
Campus	CORESTORE 2005/2006	JSTOR 2006/2007	JSTOR 2007/2008	JSTOR 2008/2009	Current JSTOR Total	Grand Total to Shared Print
UC Berkeley	0	409	140	227	776	776
UC Davis	0	37	136	508	681	681
UC Irvine	41	3,065	1,692	1,674	6,431	6,472
UC Los Angeles	685	4,362	5,360	2,417	12,139	12,824
UC Riverside	65	1,222	997	1,320	3,539	3,604
UC Santa Barbara	87	511	568	680	1,759	1,846
UC Santa Cruz	0	8,087	817	929	9,833	9,833
UC San Diego	0	5,072	1,534	1,044	7,650	7,650
UCL Shared Print	0	0	10	430	440	440
Total Added	**878**	**22,765**	**11,254**	**9,229**	**43,248**	**44,126**

PAGING REQUESTS
JULY 2008 thru JUNE 2009
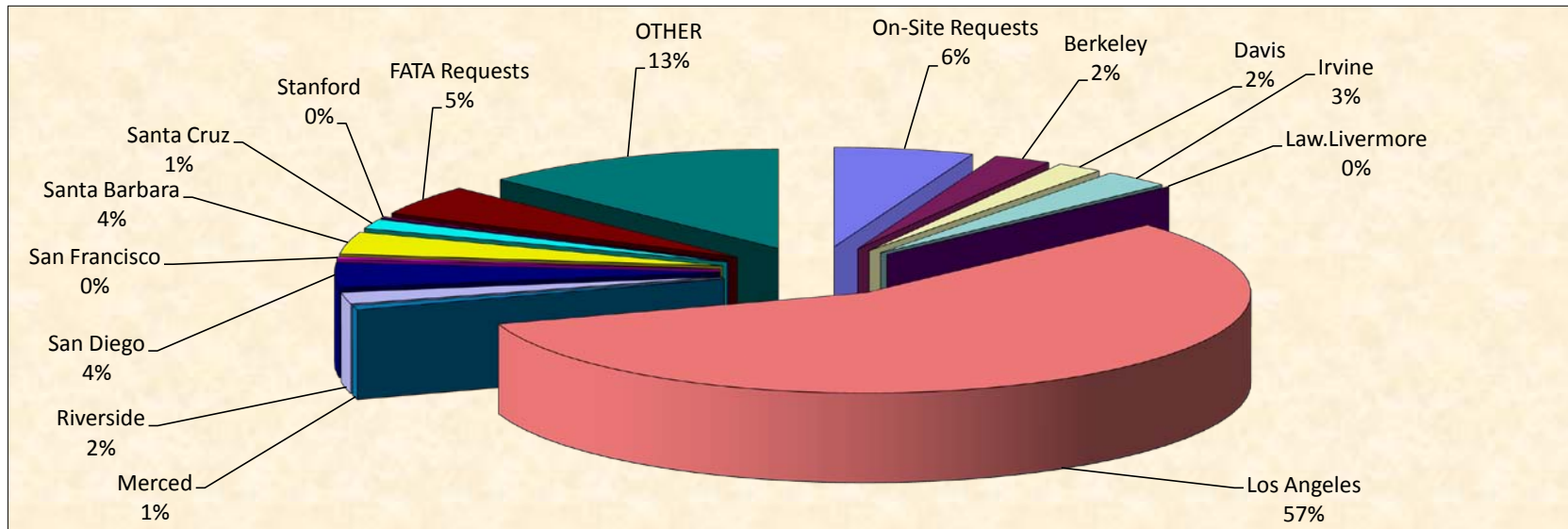
	Jul-08	Aug-08	Sep-08	Oct-08	Nov-08	Dec-08	Jan-09	Feb-09	Mar-09	Apr-09	May-09	Jun-09	To Date
On-Site Requests	640	515	449	608	666	706	472	450	634	796	889	395	7,220

Origin of Paging Requests

	Jul-08	Aug-08	Sep-08	Oct-08	Nov-08	Dec-08	Jan-09	Feb-09	Mar-09	Apr-09	May-09	Jun-09	To Date
Berkeley	192	144	291	310	278	145	250	362	315	365	126	177	2,955
Davis	172	222	219	228	165	135	199	261	210	205	192	165	2,373
Irvine	277	308	276	299	289	201	397	336	286	328	292	230	3,519
Law.Livermore	1	2	0	3	1	2	0	0	1	2	2	15	29
Los Angeles	5,225	4,641	5,614	6,750	5,811	3,941	6,477	6,463	6,039	7,125	6,332	5,547	69,965
Merced	36	92	68	100	89	70	50	79	69	69	46	43	811
Riverside	136	148	222	174	219	106	247	221	201	243	194	187	2,298
San Diego	394	352	358	548	514	272	542	467	404	461	388	300	5,000
San Francisco	44	46	46	43	24	24	51	3	41	35	25	30	412
Santa Barbara	358	270	323	421	411	296	364	364	332	497	393	376	4,405
Santa Cruz	143	114	148	162	161	125	199	236	181	214	147	70	1,900
Stanford	31	20	38	37	14	12	62	36	20	35	13	19	337
SUB TOTAL	7,009	6,359	7,603	9,075	7,976	5,329	8,838	8,828	8,099	9,579	8,150	7,159	94,004
FATA Requests	622	500	555	518	273	447	874	423	476	580	399	332	5,999
OTHER	1116	894	1361	1497	1204	833	1282	1335	1414	1715	1531	1615	15,797
GRAND TOTAL	9,387	8,268	9,968	11,698	10,119	7,315	11,466	11,036	10,623	12,670	10,969	9,501	123,020

PAGING REQUESTS
JULY 2006 thru JUNE 2009
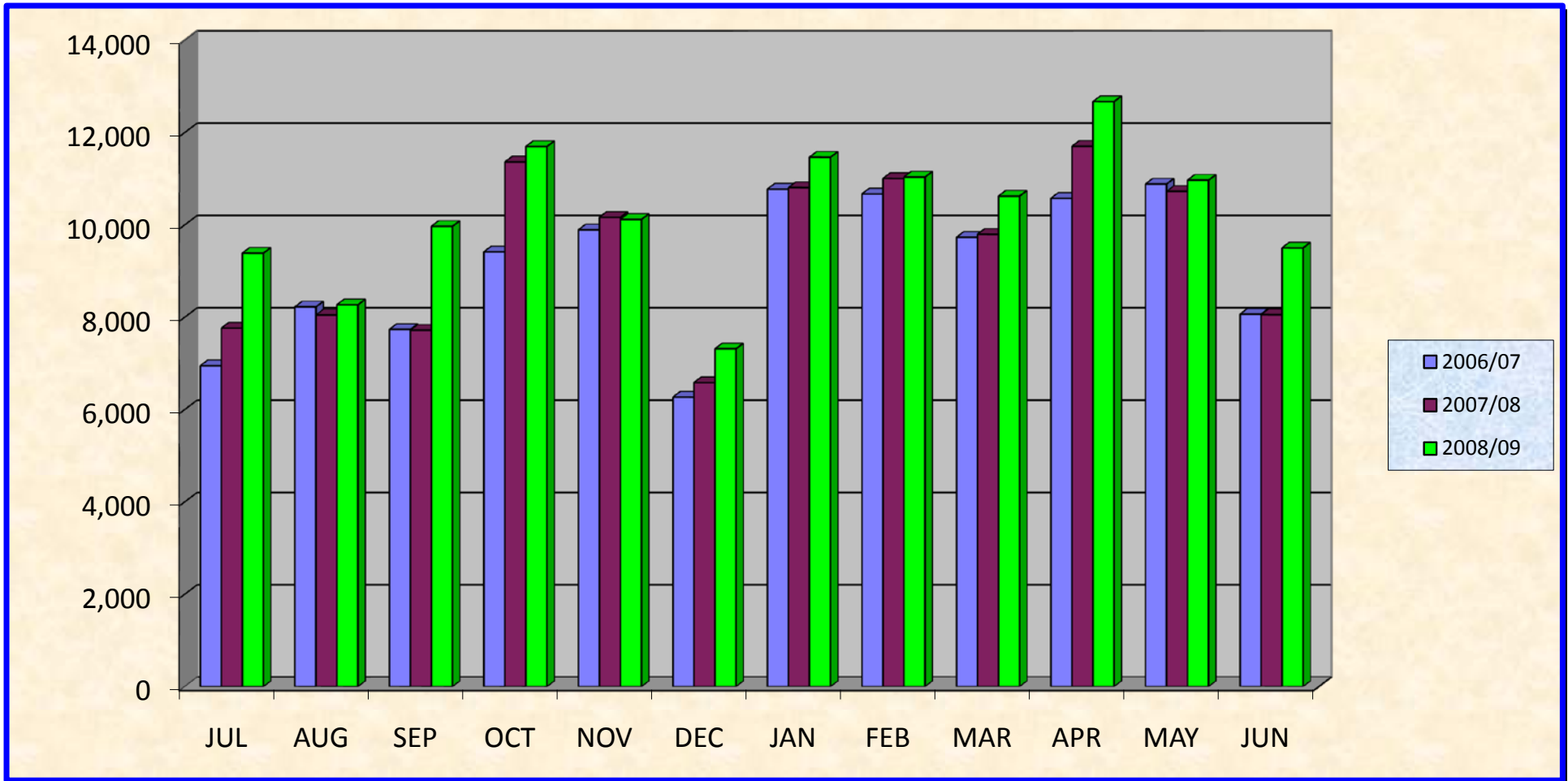
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
2006/07	6,948	8,223	7,735	9,415	9,892	6,268	10,774	10,670	9,731	10,576	10,885	8,065	109,182
2007/08	7,763	8,048	7,718	11,363	10,164	6,584	10,807	11,005	9,796	11,702	10,726	8,054	113,730
2008/09	9,387	8,268	9,968	11,698	10,119	7,315	11,466	11,036	10,623	12,670	10,969	9,501	123,020
TOTAL	24,098	24,539	25,421	32,476	30,175	20,167	33,047	32,711	30,150	34,948	32,580	25,620	345,932