NE OH Regional Library Depository
Annual Report FY2013

The Northeast Regional Library Depository is a high-density library storage facility located on the campus of Northeast Ohio Medical University (NEOMED) in Rootstown, Ohio. It is one of five state depositories that serve 13 state supported university libraries. The NE Depository maintains a storage collection of a variety of low use materials including monographs, journals, and media from five contributing academic libraries: The University of Akron, Cleveland State University, Kent State University, NEOMED, and Youngstown State University.

The NE OH Regional Library Depository mission is to:

- House and care for moderately used library collections of five local public university libraries.
- Provide access to the stored resources in support of Ohio’s higher education efforts and research goals.
- Provide expertise in patron service.
- Play a pivotal role in the Ohio’s new initiatives for collective sharing and management of state depository resources.

Highlights of FY2013

- Development and publication of two Depository Lib Guides
  - For the public – Serves as Depository home webpage
  - For Depo staff and colleagues – policies and resources
- Upgrade of the Depository barcode creation/printing setup

FY12/13 Statistics

<table>
<thead>
<tr>
<th>Category</th>
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<tbody>
<tr>
<td>Total Stored Collection</td>
<td>1,360,618</td>
</tr>
<tr>
<td>Accessions</td>
<td>33,399</td>
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<tr>
<td>De-Accessions</td>
<td>15,344</td>
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<tr>
<td>OhioLINK PCIRC requests</td>
<td>8,891</td>
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<tr>
<td>Interlibrary Article requests</td>
<td>920</td>
</tr>
<tr>
<td>Interlibrary Loan Requests</td>
<td>81</td>
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<tr>
<td>Electronic Document Delivery</td>
<td>1,280</td>
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<tr>
<td>Tours</td>
<td>7</td>
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</tbody>
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For the Public Page (aka Depository website):

This page has general information regarding the facility and program, contact information, basic statistics, along with tabs that highlight the celebration event for the implementation of the shared catalog and the annual report. The url for this page is [http://libraryguides.neomed.edu/acontent.php?pid=260508](http://libraryguides.neomed.edu/acontent.php?pid=260508). This lib guide can also be easily accessed by visiting the NEOMED library webpage and clicking on the Depository link in their left column.

For contributing libraries and depository staff:

The second lib guide is a page created to be used as a resource for colleagues at the NE contributing libraries as well as for Depository staff. There are four tabs to this guide: Introduction, Documentation and Resources, Collaborative State De-Duping, and the Annual Report. There is a traffic light on the introductory page of this guide. The green traffic light illustrates that new material is being accepted for accession. The green traffic light will change to a stop sign if/when it becomes necessary to restrict shipments to the Depository. The introductory page also displays the Depository current month statistics, along with other items of interest. The documentation tab has current policies and procedures, as well as links to appropriate sites. The Collaborative State De-duping tab shares state policies and procedures, as well as providing lists of titles and statistics related to the shared project.
Near Capacity Situation

This year the Depository has been very focused on the fact that the storage room is nearly full. In January 2013 it was estimated there was room for roughly 80,256 more books. A memo was distributed to the Directors of the NE contributing libraries (and subsequently shared with staff) to update everyone about the near-capacity situation, to seek re-affirmation of support for the principles agreed upon for past local de-duping, and approval to resume that project. Approval was given and local de-duping was resumed. Local de-duping allows the NE to reduce holdings in the facility for titles where there are multiple copies held. In local de-duping only the holdings held at the NE depository are considered. Local de-duping offers two big benefits: 1. the ability to strategically pick titles that benefit the NE facility the most; and 2. Allows for continual weeding during times that the state project isn’t active or moving forward.

The NE continues to closely monitor the capacity situation. Interestingly, January through June, it was very close to book in, book out. 11,842 items were accessioned and 11,495 items de-accessioned. Looking at the shelf space used and the inches recovered during the weeding process, the original estimate didn’t need revised.

State De-duping:

Judy Scalf, Manager of the NE Depository, has continued to be closely involved in the direction and execution of the state de-duping project. Collaboratively, the state depositories have de-duped a select group of reference titles, the JSTOR IV titles, and most recently have been working on Elsevier titles. The development of de-duping best practices and processes evolved over time. Judy worked on creating the documentation for the project, along with Anita Cook, Central Catalog Coordinator for OhioLINK. At a November 2012 meeting, the Depository Governing Board decided that the depositories only need to have one keeper volume instead of two, and to allow the keeper run volumes to circulate like a book - three week checkout period and allowable renewals. One result of this decision was that the NE Depository took a second run through the previously de-duped JSTOR IV titles, discarding volumes from the originally designated second copy keeper, and changing circulation status for those volumes transitioning from being Non-Circ keepers to being the only keeper and available for circulation.

Because of lessons learned throughout the early collective de-duping process, new procedures and best practices were established. The depositories now work on Elsevier titles one at a time, using the Managers listserv and shared google docs for coordinating efforts. The goal is to keep the most complete collective run that can be collated across four depositories (Ohio State’s depository is not participating in the Elsevier de-duping project due to a previous commitment to the CIC project). Best practices include verifying volume completeness to the issue level. Each keeper copy gets coded appropriately with a keeper copy location, and item type and status is set to allow circulation. The de-duped title is considered finished by including two final pieces of information in the titles bibliographic information: one identifies the title as a collective de-duped title and the other is a “Statement of Retention”. Inclusion of this statement shows participation in a OCLC preservation project that attempts to facilitate consolidation and preservation of print collections. The statement reflects the commitment
of the four Ohio depositories to the retention and preservation of the print keeper copy until 2036. The statement also indicates that the volume has been verified to the issue level and identifies any missing issues or gaps in the volume run. Everyone participating in the state de-duping process is finding that working together one title at a time has worked extremely well. All have been well pleased by the speed with which titles are finished. Slowdowns have resulted mostly from evolving policies.

Barcode Printing Updated:

One important and needed change this year was accomplished by updating the setup for creating and printing book, tray and shelf barcodes. This project involved: purchasing the most recent version of Bartender from Seagul Scientific, Inc.; securing software customization services from Variant Microsystems, California. (Variant created the initial template to make the software program serve NE Depository specific needs.) During the update, much needed enhancements to the original template were able to be incorporated. A new computer workstation was installed that serves as both the circulation station and the Bartender print server. One side benefit of all the changes made was the increased efficiency realized by redirecting the book barcode printing traffic to the faster of the two barcode printers.

Staffing:

Staffing at the Depository in FY13 has remained relatively stable with three full-time staff members and one on-call personnel. The biggest change in staffing was the loss of the Depository student assistant who graduated from her post high-school education program and moved on to follow her career as a medical assistant. Emily joined the Depository while attending Rootstown High School and stayed nearly five years. Emily began her tenure here as a Student Assistant, Level One. This position evolved to a newly created second student position, Student Assistant, Level Two. The big difference between the two positions involved training and certification on the operator-aboard lift. The addition of these tasks to the student job description was very beneficial to the workflow. It was sad to lose her services – but all were happy to see her move on to a full-time career position.

Judy Scalf, Manager, Library Depository

Committees and Organizational Service:

OhioLINK Depository Shared Circulation and ILL Committee

OhioLINK Shared Depository Catalog Maintenance Task Force

Ohio Depository Managers Group

Presentations

- “Collaboration can make a dream come true”, OhioLINK Lead Implementers Mtg, Columbus OH 8/3/2012
- “Collaboration can make a dream come true”, IUG Annual Conference, Akron, OH 9/21/12
Professional Growth Activities

- “You can’t do that in create lists” Innovative University (InnoU) continuing education, IUG Conference, Akron, OH 9/21/2012
- Excel Intermediate Training, NEOMED, 1/23/2013 and 1/24/2013
- Time Management Lunch Learn, NEOMED, 3/25/2013
- Skillpath Time Management Seminar, Fairlawn OH, 4/18/2013
- PCIRC Conference, Columbus OH 6/14/2013
- Crisis Communication Seminar, NEOMED 6/17/2013

Patty Bonecutter, Specialist, Library Depository

Committees and Organizational Service:

- NEOMED’s Spirit Committee

Professional Growth Activities

- PCIRC Conference, Columbus OH 6/14/2013
- Mental Awareness Seminar, NEOMED, 04/15/2013

Bryan Zeppernick, Specialist, Library Depository

Professional Growth Activities

- Mental Awareness Seminar, NEOMED, 04/10/2013

Jean Spain, On-Call Clerk, Library Depository