This report covers the current state of the Northeast Ohio Regional Library Depository. Some comparisons of the five Ohio Academic Library Depositories are drawn. Statistics for 2008-2015 are pulled together to show trends for intake, deduplication, loans and article delivery. An overview of recent projects is presented. State of the physical building and the renovations scheduled are detailed. Budget information is presented along with some proposed direction and actions for the NORTHEAST Ohio Regional Depository.
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SUMMARY: KEY TAKE-AWAYS

- The State-wide Depository budget has been static for 5 years. With salaries consuming more of the budget dollars each year, the Northeast Depository will be operating in the red starting in 2020.

- If OhioLINK pulls the Northeast Ohio Regional Library Depository subsidy of $27,811 annually and there are no budget increases, the Northeast Ohio Depository will be operating in the red starting 2017.

- Many of the records within the initial OHDEP load contain storage location boxes and are not actually bar coded, or starred bar codes from the initial load that need to be retro-ed. This activity has been ongoing since the initial load in 2011. Four years later, only a very small fraction of the half a million records in OHDEP and some 200,000+ unique records in INFOTRAK have been completed.

- INFOTRAK, the software initially used for the warehouse records, is still consulted by the Depository staff to locate some of the materials. Retro-ing of those items is mission critical to not LOSE those items within the stacks. INFOTRAK will not work in a Windows 8 environment, so time to convert is short.

- Interlibrary Loan of documents continues to decline slightly, in line with the decreases seen at the state level for all academic institutions.

- Space is being conserved. Ingestion of materials into the Depository is being off-set 1:1 by deduplication projects and weeding projects. The Northeast Ohio Depository needs extra hands to ramp-up space-creation projects and bar coding of pre-OHDEP items.
Overview of Statistics and Finances

OHIO ACADEMIC LIBRARY DEPOSITORY SYSTEM

Presented are basic facts comparing and contrasting the characteristics of the NORTHEAST Ohio Regional Depository (NE) with each of the other depositories; NW, SW, SE (Ohio University), and Central (Ohio State University). The infographic below demonstrates the inconsistency of staffing and funding across the facilities.

Comparison of Ohio Academic Library Depositories

Depo Budgets & Staffing

The Ohio Academic Library Depository System consists of five Regional Depositories: NORTHEAST, Northwest, Central (OSU), Southeast (OU), and the Southwest.

- NE (NORTHEAST): 2 million modules, 3 students, 200 budget, 410 staffing.
- NW (Northwest): 2 million modules, 3 students, 300 budget.
- SW (Southwest): 1.4 million modules, 10 students, 360 budget.
- SE (Ohio University, Southeast): 0.34 million modules, no students, 200 budget.
- Central (Ohio State University): 0.25 million modules, 3 students, 170 budget.

Each Depository has a Manager.
SE Depository Manager’s salary comes from the OU Libraries budget for the Depository budget.
One or more Library Support Specialists

Harvard model is 2-4 staff per million items

All locations EXCEPT the NE have student workers

Budgets have been static for 5 years

Presented by: D. Kananara, Manager, Northeast Ohio Regional Library Depository, 2/2018
STATE OF THE NORTHEAST OHIO LIBRARY DEPOSITORY

Examination of the State of the Physical Depository Building

- Capital funds were approved for the replacement of the 20+ year roof. The construction will begin in the spring 2016.

- The doors in the Storage area have lost their seal and are allowing water in at times of heavy rain and snow, and insects during the summer months. They will also be replaced this spring.

- The security keypads on the front doors are failing, and parts can no longer be sourced. At the recommendation of security and the facilities departments, the NORTHEAST Ohio Depository will be upgraded to the same swipe card system used by the rest of the NEOMED campus.

Examination of the NORTHEAST Ohio Depository Finances

While the budget has been static for 5+ years, costs have risen over the five-year period. Allocation for salaries and benefits has always been the major portion of the budget, but now consumes a greater percentage of the total budget each year. The next major expense are utilities; gas, electric, telecommunications, water and sewage. Maintenance costs have risen to maintain the aging facility. Money for supplies is scarce, non-capital improvements have been curbed, as has travel and meetings. Since the growing percentage is taken by salaries, workforce reductions have been necessary over the years. The graph below shows the growing percentage dedicated to salaries for the NE Depo.

![NE Depository Salaries vs. Total Budget w/o the Ohio LINK subsidy](image)
In addition to static budgets, OhioLINK...

- Now charges the Depositories for Priority Dispatch service. It started in 2015 with an unannounced charge of $240, almost doubled in 2016 to $441, and will probably increase in each consecutive year until the Depositories are paying full price for delivery and shipping services. This will amount to adding a burden of $1,100 to each depo, which is around the amount the NE Depository spends on supplies annually.

- Would like the Depositories to either pick-up the cost of their shared ILLiad for $12,000 or stop using ILLiad altogether. This would be a hardship to all three shared Depositories because we all have significant holdings of STEMM materials and field quite a few requests from state medical facilities. ILLiad allows us to import DOCLINE requests and integrate them into the workflow.

- No longer wishes to provide the annual supplement to the Depos. The NE share is $27,811 – a significant portion of the NE budget of $228,097.

If you add all of these charges and cuts together, the budget will shrink from $228,097 to $196,176 and the NORTHEAST Ohio Depository will be running in the red in 2017. The remaining $20,000 left after salaries will not cover the utilities and maintenance.

While the salary portion has fluctuated, the correcting factor has been layoffs, retirements and attrition. At the present time, that ‘fix’ will no longer work since we are staffed at the minimum level for maintenance of services.

Actions taken to reduce utilities;

- Removed one unused phone line for $108 annual savings.

- Requested new seals for the storage area and dock area doors to reduce energy consumption.

- Pursued the roof and storage area door replacement capital improvements.

- Asked NEOMED Campus Operations to look into more efficient lighting.

- Removed 1 unused laser printer and working to migrate workflow from another printer to the copier/printer.
Document Delivery and Interlibrary Loan of Items

Even though our statistics show a decline in the activities of providing articles and loans of materials, it is still a valued function by those libraries that can only locate some materials within the Depository collections.

Below are the loan and document delivery statistics for all of the Depositories from 2011 through 2014, and 2015 for those depositories reporting full year stats.

The picture for the NORTHEAST Ohio Depository is slightly different in that for all OH depos. The percentage drop in the loans of materials has dropped considerably, while the document delivery portion has not dropped as dramatically as for all OH depos. This could be because the NORTHEAST Ohio Depository collection of periodicals, either through accessions or deduplication are unique enough not to be available either electronically or locally in print. And with further deduplication of materials, there could be more borrowing in the future.
Accessions and Deaccessions

Accessions and Deaccessions within the NE Depository have been in the neighborhood of 1:1, so we are holding steady for the time being. We still have capacity, though exactly how much is debatable. The stats for the Depository are not exact. This is a situation that will be addressed within this calendar year.

In order for the NORTHEAST Ohio Depository to ramp up space-creating projects, we need extra hands. Currently, the NORTHEAST Ohio Depository is the only Depository without student workers. I anticipate 1.25 man-years to fully retro the collection and I would like to proceed with hiring part-time student workers to do that work. However with the budget as it stands, the expense might put the Northeast Ohio Depository in a precarious financial position.
CURRENT PROJECTS

**YSU Government Documents**

This project started roughly 3 years ago. It will finally conclude 1Q2016. The project entailed the coding of records within YSU Sierra of NERDX federal government documents. (YSU Federal Government Documents coded = 13483, so far).

**State Deduplication**

We progress as the state progresses.

The most significant de-duplicated title in 2015 was Chemical Abstracts. Since the NORTHEAST Ohio Depository had the fullest run, we retained the shared copy. We did however reduce 1,013 volumes due to local duplication for a recovery of 2,596 inches of linear shelf space. This approximates a range of shelving 30-ft. high.

**Local Deduplication**

On hold currently while other projects conclude.

**NEOMED Collection Accessioning**

After a review of the items NEOMED was able to contribute to the NE Depository against the collections within the Depository system, 8699 items were ingested from NEOMED and accessioned into OHDEP.

**CSU Second copies of Dissertations to Circulate**

A collection of 2,428 bound dissertation copies were ingested and accessioned into the collection for circulation.

**Kent State Permanent Returns; Lithuanian Titles & U-Matic Tapes**

Kent State requested the permanent return of second copies of 64 Lithuanian titles freeing 21 inches of space.

A group of 290 U-Matic tapes were returned to Kent State at their request. This project freed 291 inches of shelf space.
ISSUES, PROBLEMS & OPPORTUNITIES

The Ohio Academic Depository System has been in existence for some 20+ years. Many things have changed over those years including the philosophy of what materials are stored and how they are stored. In the early years, these five Depositories seemed to have highly-valued endless storage capacity. Today we say the Depositories are ‘full’. In fact, in the case of the NORTHEAST Ohio Depository, the ingestion of materials has been off-set by deduplication projects.

Space

While the NORTHEAST Ohio Depository has been conserving space, we also haven’t been making space. And there are pockets of space that need to be reclaimed – partial trays and shelves scattered throughout the storage area. The stacks area needs to be ‘defragged’ much like you would a hard-drive.

The initial method tried was to pull the bar codes and item records from OHDEP, do a pivot table to see how many items were in each tray and go from there. Unfortunately, upon manual inspection of randomly chosen trays, that doesn’t reflect accurately the items per tray.

INFOTRAK database

Prior to OHDEP, INFOTRAK was used to create records for the accessioned materials. Not all of this information seems to have transferred to OHDEP, so the INFOTRAK database is consulted on occasion.

The sole producer of the software unfortunately passed away several years ago and no one carried the software forward. INFOTRAK will not work on a Windows 8 platform computer. The ultimate solution is to retro the trays and ask for cataloging records from the contributing libraries as needed. This activity has been proceeding at a snail’s pace, yet is critical to other projects involving deduplication and space reclamation.

OHDEP record clean-up & Holdings statements ‘LIB HAS’

There has been a continuing frustration expressed by OhioLINK libraries. Since OHDEP does not have ‘LIB HAS’ statements, and it is difficult to scroll through the unordered list in the Central catalog to determine if OHDEP has the item.

Northeast Ohio item records need to have some consistency applied so the users, library staff and end-users alike, are not frustrated while consulting the central catalog for holdings information. Things like the use of PERIODICAL in the call number make volumes sort out of order. The fact that the item record volume field accepts just about anything in any order makes it difficult enough. The blending of the NE 5 libraries’ records, NW Depositories 2 libraries’ records, and SW Depository’s 4 libraries’ records makes a very confusing display.

Viability

The Depositories are controlled condition storage facilities where state academic libraries can store less used, but still valuable, materials to make floor space available for other purposes. There are no additional costs to retrieve materials – shipping and storage costs are managed at a set cost within the OBR budget. And the depository facilities are dedicated to the state academic libraries with staff also dedicated to the state
academic libraries. The materials contributed to the shared collection are available for use onsite and for ILL. By contrast, commercial storage facilities are closed to the public, may charge by the piece for storage either monthly or annually, and charge for each retrieval.

The Depositories are dedicated to the libraries they serve and the state. Even though our circulation numbers are much smaller than open libraries, this could change a bit as the state moves toward a shared collection. What other services would be beneficial to our state academic libraries? Should we be open to private academic libraries? Public libraries? Should we create specialized areas for film preservation, manuscript preservation, perform selective digital preservation, do repairs on materials, etc.? These are the things I will be investigating and asking for your direction.
Proposed Direction and Actions

INFOTRAK clean-up

In order to move forward with projects in a meaningful way, we need to employ warehouse techniques. Every item needs a unique bar code and an item record in OHDEP. To accomplish this task, each of the INFOTRAK trays needs to be examined and every item needs to be bar coded. With around 700,000 items to process, the estimated time to complete this project would be 1.5 man-years. If we were to hire students at minimum wage, 4 students at 10 hours per week, we would need funding of around $26,000. This project is the precursor to those that follow, and is mission critical to operating the warehouse function efficiently.

‘LIB HAS’ Holdings Statements

I’d like to adopt or create standard volume, issue, year, and pages designations within OHDEP along with the other Depositories and OhioLINK. Some of the standardization could be simple changes like eliminating the word ‘PERIODICAL’ from the call number for journal issues. That would clean up the display and make the volumes sort in order. Some sort of standardization for the periodical volume listing would also make it easier to de-duplicate the journals and create the ‘LIB HAS’ holdings statements. Chemical Abstracts was a chore to de-duplicate across the Depositories because some of the libraries listed the volumes as years, some listed the months, some listed the volume numbers, etc. As a user of Chemical Abstracts, I could pull the information together and aid the de-duplication process, hence, the NE Depository is the keeper for Chemical Abstracts.

Selective Weeding

Government document weeding has been done for Youngstown, we would like to do the same for other member libraries. The NORTHEAST Ohio Depository could regain space doing this, and it would eliminate a number of items without bar codes. Since the Northeast Ohio Regional Library Depository is not a Federal Depository Library, I am not sure it is worth the storage space. A quick check on some of the titles finds most of the items are found in Hathi Trust or other open digital repositories.

I would also propose some projects joint with your collections managers and subject specialists to evaluate the current collections within the NE depo. This would be with an eye to recover items valuable to your onsite collections that may have been placed here. An example would be the Kent State pre-1900 project where several items have been permanently returned to their collection. It would also look to discard items that may be of little scholarly value, or superseded by materials currently in your collections. Much like a storage facility, setting review and retention dates for materials makes future reclamation and weeding projects easier. Some things should never be weeded and therefore do not need to be reviewed for possible discard. Others may be of little scholarly value and may be reviewed for retention or discard every ten years or so.
In Conclusion

I would like to thank all of the individuals that helped me to gather information for this report, especially Melanie McGurr who has been very supportive during my initial onboarding and first year at NORTHEAST Ohio Depository. I appreciate the candor expressed by the Depository Managers with whom I’ve met in person and virtually, and the Library Directors who were generous with their time and staff’s time to meet with me. I would also appreciate further discussion of the future direction of the Northeast Ohio Library Depository and the Ohio Academic Library Depository System.