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Maine Shared Collections Strategy's Interim Performance Report Year 3

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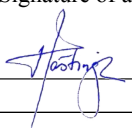
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Maine Shared Collections Strategy's Interim Performance Report January–December 2014

Project Goals

1. To develop a strategy for a state-wide, multi type library program for managing, storing and preserving print collections among public and private institutions to achieve greater efficiencies and extend the power of every dollar invested in collections and library facilities.
2. To expand access to existing digital book collections by developing print-on-demand (POD) and e-book-on-demand (EOD) services to support long-term management of a shared print collection, and the integration of digital resources with print collections.
3. To formalize organizational agreements, establish a budget, and develop policies essential for the maintenance of shared print and digital collections, access to them, and responsibility for sharing them.

To realize these goals the following activities have been undertaken:

Print/digital Management Model

HathiTrust Partnership Investigations

In May 2014, the University of Maine officially became a partner of the HathiTrust. The joining process took longer than anticipated because of the continued delays in the implementation and testing of UMaine's Shibboleth connection which is required for authentication purposes. The University of Maine joins Maine Shared Collections Strategy's (MSCS) Colby College, which became a HathiTrust partner in October 2013.

Maine HathiTrust collection

MSCS representatives worked with the HathiTrust to create a "Maine Collection" of Maine-related items in the HathiTrust¹. Maine became the first state to have their own HathiTrust collection.

Service Delivery Model

Ebook-On-Demand (EOD) services

In January 2014, the MSCS systems librarian completed the loading of approximately 1.4 million MARC records for the HathiTrust public domain titles into the MaineCat union catalog. Google Books links were also added when available, allowing users to fully download Google-digitized titles that can only be viewed in HathiTrust one page at a time².

Print-On-Demand (POD) service

MSCS tested the Print-On-Demand (POD) service from January to April 2013 to evaluate the demand for it and develop an ongoing business model. During the testing period the books were printed by the University of Maine Printing and Mailing Service and there was no fee to patrons for the service, as costs were covered by allocated grant funds. We sent a survey to requesters to get feedback on the service and to get more information about how and why the service was being used. The volume of requests received and feedback from requesters showed there is a demand for the service. We discussed various business model options and in November 2014 the service came back online with the University of Maine Printing and Mailing Service and Bookstore administering the service on a cost-recovery basis which we hope will ensure its sustainability.

¹ http://babel.hathitrust.org/cgi/mb?c=788484338;a=listis;sort=title_a;pn=1

² <http://mainecat.maine.edu/record=b12677018~S0>

Collection Management, Stewardship, and Preservation Model

Allocating Retention Responsibility

The Collection Development Committee agreed that for titles held by three or more partner libraries MSCS will retain:

- One title-holding for each committed to retain title-set with one to three uses.
- Two title-holdings for each committed to retain title-set with four or more uses.
- Two title-holdings of all local protected category title-sets.
- All title-holdings where the specific edition is held in nine or fewer libraries in the U.S. (according to OCLC).
- All special collections/archives copies and at least one accompanying circulating copy if available in a participating library.

The Committee agreed on the following allocation rules to assign retention responsibility across the MSCS group:

1. If Colby College holds a title, titles are marked committed to retain.
2. If a title is held by any of the Colby, Bates and Bowdoin College Libraries then at least one of these libraries have their holding marked committed to retain. If Colby holds and is marked committed to retain per rule 1 then this rule will be satisfied.
3. Given that rules 1 & 2 are satisfied, the remaining commit to retain allocations are done in an “equitable” fashion, where every library commits to retain a percentage of titles proportional to their collection size.
4. ALL Maine State Library’s “local interest” title-holdings are marked committed to retain.

Partner libraries were satisfied with their overall allocation levels for monograph titles:

● Bangor Public	158,720
● Bates	183,359
● Bowdoin	217,431
● Colby	265,184
● Maine State Library	61,369
● Portland Public Library	94,797
● University of Maine	309,698
● University of Southern Maine	126,360
● Total:	1,416,698

Preserving Committed to Retain Titles

MSCS libraries already use a range of preservation methods (e.g. repair and mending), but specifically for shared print items we looked at categories of titles that could be digitized, both as preservation method and as a way to make items more widely accessible. We took into consideration the following factors to decide which titles should be digitized:

- Copyright status
- Likely demand for digital access
- Existing digital availability
- Rarity of material
- Existing digitization priorities

- Availability of scanning equipment

We decided to focus scanning efforts on titles in the public domain and not already digitized in the HathiTrust. MSCS libraries were provided with lists of titles that met these criteria and so far two libraries (Bangor Public Library and the Maine State Library) are using their lists to identify digitization candidates. Some of the libraries do not have the resources to carry out the digitization work at this time, and others are focusing on different digitization priorities.

The Collection Development Committee also considered whether there were categories of items that should be transferred from circulating areas to special collections in order to provide a better preservation environment. The Committee decided to focus its efforts on those titles where there were fewer than 10 OCLC holdings in the US. MSCS libraries were provided with lists of titles that met this criterion and used the following factors to decide whether an item should be transferred:

- Collection priorities of special collections.
- Available space in special collections.
- Existing copies available in special collections.
- Available staff time to carry out transfers.
- Access to circulating copy in group.
- MSCS policy of ensuring all special collections/archives copies and at least one accompanying circulating copy are retained.

MSCS libraries were provided with lists of titles that met these criteria and so far two libraries (University of Maine and the Maine State Library) have identified a small number of items to be transferred (e.g. University of Maine transferred 11 items). For the other libraries collection priorities and lack of available space were the main reasons why they have yet to carry out transfers.

Analyzing Journal/Serial/Series Titles

MSCS agreed that libraries should only be expected to commit to retain titles that were not being retained and preserved elsewhere. The Collection Development Committee members were provided with two title set lists for each library, and asked to filter these lists to only include titles they agreed to commit to retain:

- Titles in the “local protected” categories developed for print monographs, and those stored in special collections.
- Titles “not in the vendor set” of PORTICO, JSTOR, ProQuest Periodicals Archive Online, ProQuest American Periodicals, ProQuest British Periodicals and American Antiquarian Society Historical Periodicals 1-5 repositories or databases, and for which there are fewer than 50 holding libraries in OCLC WorldCat.

The following factors were taken into consideration when reviewing the lists:

- Judgment as to content’s value for MSCS and other libraries’ patrons.
- Online availability.
- Missing/incomplete holdings information.
- Superseded works which either didn’t have historical value or were on subjects that had low institutional value.
- Large volume of commitments already made for monographs.

MSCS investigated the opportunity for making group retention decisions on serials in both sets, where possible. Review of 129 titles from the “not in the vendor set” category which were held by two or more MSCS libraries resulted in retention of selected titles, based on above factors. Holdings information was used to allocate

retention responsibility to one or more libraries. Review of 383 titles from the “local protected” category that had been assigned a retention commitment by two or more MSCS libraries resulted in retention of all, especially because many of the items were already housed in special collections.

Partner libraries were satisfied with their overall allocation levels for serial titles:

- Bangor Public 533
- Bates 280
- Bowdoin 1,374
- Colby 62
- Maine State Library 656
- Portland Public Library 723
- University of Maine 1,532
- University of Southern Maine 264
- **TOTAL: 5,424**

It should be noted that for many serial titles in the sets considered, libraries may have held only one or two issues or volumes, or a short run of numbers in a monograph series, and the materials were already located in the book, rather than periodical, stacks areas. As a result these serial allocations overall do not represent a large number of long runs of bound periodicals.

Fine Tuning Retention Commitments

When making retention decisions at scale there are going to be titles which, if one conducted title-by-title reviews, would probably not be committed to retain. To address ongoing issues with commitments, MSCS have produced Policy on Retention Commitment Changes that includes situations when it is appropriate for a retention commitment to be transferred or reversed³. We also have supporting procedures for library staff to follow when seeking to transfer retention commitments to another MSCS library⁴. In some cases transfer will not be feasible and there will need to be limited withdrawals.

Documenting Retention Decisions

In June 2014, the MSCS systems librarian completed the loading of all 1,422,342 retention statements (both for monograph and serial titles) into the local systems of partner libraries in the MARC fields 561, 583, and 852. In March after a wait of 90 plus days, OCLC began processing the MSCS request for loading retention commitment into Local Holding Records for the items designated as shared print, which means that MSCS became the first shared print project to have retention commitments for monograph titles loaded in OCLC. In July, OCLC completed the loading of all the retention commitments, both for monographs and journals. Our retention commitments are publically displayed in OCLC using the Shared Print Symbol⁵.

MSCS have encountered issues with the display and transfer of 583 to the INN-Reach central union catalog, MaineCat. As a short-term work-around, MSCS are using the OCLC WorldCat Search API and JavaScript to perform a check of OCLC and display when an item is a shared print holding, which means that once the commitments started to appear in WorldCat they automatically appeared in MaineCat.⁶ In May 2014, MSCS and Innovative representatives met to discuss the enhancement for their next software release, due in 2015, to support loading of 583 retention fields from the local system into the union catalog and display within the OPAC.

³ <http://www.maineinfonet.org/mscs/policy-on-retention-commitment-changes/>

⁴ <http://www.maineinfonet.org/mscs/procedure-for-the-external-transfer-of-retention-commitments/>

⁵ <http://www.worldcat.org/title/allen-hex-socket-screw-handbook/oclc/13506959>

⁶ <http://mainecat.maine.edu/record=b1156722~S0>

MSCS have submitted holdings information for committed to retain journals and serials to the Center for Research Libraries' (CRL) for addition to their Print Archives Preservation Registry (PAPR), which includes detailed information about the retention and preservation details of archiving programs.

Website

The MSCS website and Twitter feed are continually updated with news, project updates, meeting summaries, presentations, guidance, and reports.

Presentations/Outreach

In March 2014, MSCS Project PI Clem Guthro presented at the CLC/CIC – Regional Print Management Symposium in Dublin, OH on the work of MSCS. In November 2014, MSCS Program Manager Matthew Revitt presented at the Maine Library Association's Annual Conference on the Maine Shared Collection Cooperative's Edythe L. Dyer Library pilot project. Revitt has also been asked to speak on MSCS at a Regional Resource Symposium to be held in Massachusetts in February 2015.

Guthro was interviewed for a whitepaper on shared print released by Innovative Interfaces in April 2014⁷. Revitt had articles on MSCS published in the July 2014 issue of the Maine Library Association's newsletter *MLA to Z*, and the September 2014 issue of *Against the Grain*, for the column "Curating Collective Collections". Revitt has been asked by the ALCTS Monographs Series editor to write a chapter on the work of MSCS for a monograph on library shared collections that is due to be published in 2015.

Revitt organized a day-long pre-conference session titled "Looking to the Future of Shared Print" which was held free of charge on Friday June 27th at the 2014 ALA Annual Conference in Las Vegas, NV. The agenda was developed with MSCS's experiences in mind and featured an interesting range of speakers⁸. It was well attended by an estimated 130 people.

MSCS libraries have agreed to participate in finalizing the planning for the Northeast Regional Library Management Planning Project (EAST), and Revitt and Guthro have been appointed to the HathiTrust Print Monograph Archive Planning Task Force.

Business Model and Sustainability

To assist libraries with a range of processes post-grant (including adding and removing retention commitments in catalogs), MSCS have produced a number of policies and procedures which are posted on the MSCS website⁹. The MSCS program manager has produced a practical guide on shared print with advice to others based on MSCS's experiences¹⁰.

MSCS debated different business model ideas and potential services for the post-grant period of the Maine Shared Collections Cooperative (MSCC) including collection analysis and project management. The University of Maine have agreed to support these efforts by funding the role of Maine Shared Collection Librarian who will coordinate the Cooperative's activities.

In order to fully reach our goal of preserving the critical print collection in Maine, we need to attract new members. In an effort to find out more about libraries' interest in cooperative collection management in March 2013 we sent out a survey to the directors of 326 public and academic libraries in Maine. The results indicated

⁷ <http://www.iii.com/sites/default/files/ServicesWhitePaper2014.pdf>

⁸ <http://www.maineinfonet.net/mscs/ala2014/>

⁹ <http://www.maineinfonet.org/mscs/progress/>

¹⁰ http://www.maineinfonet.org/mscs/wp-content/uploads/Teaching-document-Version-1_0.pdf

interest in potential MSCS activities, with collection analysis being libraries' main interest for joining.

We used the survey results to identify a library we could partner with to show how MSCC can be of benefit to other libraries in Maine. In June 2013, we agreed to partner with Edythe L. Dyer Community Library in Hampden, Maine to perform an analysis of their print collection. We have agreed with Sara Amato, the MSCS systems librarian that she will be contracted to perform any data wrangling that is required to provide data for analysis with new members. In July, Amato extracted holdings data from Edythe L. Dyer Community library's ILS and performed holding comparisons in OCLC, looking at overlap with MSCS retention commitments as well as Maine and holdings in OCLC. The MSCS program manager worked with the director of Edythe L. Dyer Community Library on developing criteria to apply to the data to generate potential withdrawal and retention candidates. Edythe L. Dyer Community Library have committed to retain 36 titles, weeded 793 items, and transferred 4 items to MSCS libraries for retention. In October 2014, Edythe L. Dyer Community Library officially became a member of the Maine Shared Collections Cooperative (MSCC).

Conclusion

As of December 2014, MSCC are working with 10 libraries (ranging from small public to larger academic libraries) on analyzing their print monograph collections. Each library is charged a one-off fee for this work which is based on the time it takes to complete the data extracts and compile the data reports. As more libraries join this effort we hope to ensure an even larger percentage of Maine's legacy print collection is preserved and assist libraries in alleviating local space issues.