ANNUAL ASSESSMENT REPORT
AND
STRATEGIC PLANNING UPDATE
Year: 2005

Area or Unit Name: ACQUISITIONS
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Section 1. Goals and Accomplishments

Goal 1: Maximize the use of technology in the processing of materials orders and in the delivery of library services. Implement the Acquisitions module of the new ALEPH Library Management System without a decrease in efficiency or processing times.

- The library upgraded the Aleph Library Management System during the fall 2005. This allowed us to implement new procedures that enhanced the Acquisitions Department efficiency. However it meant that there was also a work slow down in the Acquisitions department while the upgrade was in progress. To continue to provide the quality and quantity of library materials to our patrons the Acquisitions Department worked with our book vendors and subject librarians to place the majority of our book orders by Dec. 15, 2005 and to increase our Approval Plan book program. Increasing the expenditure in our Approval Plan ensured that we would continue to receive new books (across all subject areas) throughout the academic. We accomplished this by maximizing the use of the Blackwell’s Collection Manager book selection/ordering system and the way it interfaces with the Aleph System.

Goal 2: Maintain a quality work force and work environment.

- All Acquisitions classified staff positions are currently filled. However we were not successful in filling the Electronic Resources Librarian position in 2005. The search is still in progress.

Goal 3: Strengthen fiscal stability and public accountability, making full use of the capabilities of the library information system software.

- Acquisitions is utilizing Aleph Library Management System budget administration for tracking material expenditures and data collection. Use of the Aleph System has allowed us to monitor the library material budget and make adjustments as needed.

Goal 4: Encourage staff development, continuing education and training.

- The Acquisitions staff participated in the following staff development (training) opportunities: Aleph Library Management System v.17 - Acquisitions and Serial module Training, email etiquette, phone etiquette, Collection Manager, online Copyright courses, project management workshop, "Fish Philosophy", various management courses offered by QSPD. By implementing the skills gain in these training sessions the Acquisitions Department was able to work more effectively and cooperatively with other Library units.

Goal 5: Improve quality, accuracy and timeliness of Acquisition processes.

- We continue to improve our workflows to enhance efficiency. This year we streamlined our new workflows and the use of online “requesting” for our subject librarians via Blackwell’s Collection Manager. The use of Collection Manager while we were working in an abbreviated order period (due to the Aleph System upgrade) allowed the Acquisitions Department to place all books orders with enhanced efficiency thereby meeting our Dec. 12, 2005 deadline.

Goal 6: Increase access to research materials and services by delivering them electronically. Provide enhanced access to library databases and electronic journals by implementing MetaLib a federated search system. Increase the number of electronic journals TTU has access to via the SFX Open URL Resolver.
• We have added access to over 3,000 additional journal titles for our patrons via
the SFX Open URL Resolver. This includes newly acquired access to ACM, ACS
and IEEE publications. We are in the process of adding "on demand" access to
fulltext articles in Science Direct. We were unable to implement Metalib this year due
to the Aleph System upgrade. It was necessary to devote staff resources to the
upgrade and put the Metalib project on hold until after the upgrade was complete.
The project resumed in February 2006.

Goal 7: Conduct 50% of business application electronically to streamline operations. Do this by full
implementation of Aleph Library Management System, Acquisitions module. This includes
claiming, electronic data interchange (EDI) and statistical reports.

• We developed a procedure for claiming that was more effective than that provided
by the older version of the Aleph System. We were unable to implement Electronic
Data Interchange (EDI) this year due to the version of the Aleph software that we
were using. In January 2006 we went live with a later version of the software which
will allow us to fully implement EDI. This goal is in progress. Aleph system reporting
continues to be a challenge and is a continuing goal for the library not necessarily
the Acquisitions Department
Section 2. Universal Quantitative Data

There are no Universal Quantitative Data for this area/unit.
ACQUISITIONS

Area/Unit Specific Information

Section 3a. Quantitative Information

There is No Area Specific Data in Calendar Year Section.
There is No Area Specific Data in Fall Section.
There is No Area Specific Data in Fiscal Year Section.
Section 3b. Qualitative Information.

There is no qualitative information for the current year.
Section 4. Strategic Planning Update.

There is no strategic plan update for the current year.

Commentary:
Again, the Acquisitions Department has made considerable progress in increasing our efficiency and effectiveness in the delivery of information resources to the Texas Tech community. The main library reported to ARL material expenditures of over five million dollars for databases, e-journals, print journals and books. As with last year this was achieved by the use of technology, analyzing our workflows, coordination with other library units and providing the staff with staff development/training opportunities. The department worked very effectively as we were faced with an abbreviated book ordering period. We placed our usual number of books orders by subject librarians in a time span of 3 months instead of the usual 6 months. Additionally members of the department were involved in such upgrade activities as: planning, test script development, testing and training.

Implementation Plan:

There is no implementation plan for the current year.