SECTION I

I.1 Achievement of 06/07 objectives

I.1.1 Refine procedures for electronic ordering of monographs from Blackwell.

Electronic ordering began September 2005 with Blackwell. Since that point, all firm orders with that vendor have been electronic. With the exception of 2-month interruption in service that resulted from a Voyager upgrade, the process has been working well and smoothly. Refinements in workflow have occurred, and all involved parties have been using the process successfully.

I.1.2 Establish procedures for routine ordering and managing e-books.

This is a developing process, and is presently evolving under the auspices of the E-Books Resources Group. The decision has been made to direct, whenever possible, most monographic e-book purchases through Blackwell’s Collection Manager. Discussion is still underway as to which platform to use -- EBL or Blackwell’s ECHO, or perhaps both. Although monographic Ebook purchases are presently occurring, these are generally series or large purchases directly from the publisher, such as Gale or Greenwood. Moving the focus of Ebook purchases to Collection Manager will make the process much more efficient and virtually routine.

I.1.3 Review and evaluate new position descriptions for Acquisitions Staff in light of changing duties and new technologies in an environment of tighter resources.

This is an ongoing process, and one that has become, with the department’s merger with ICM, considerably more complex.

I.1.4 Improve communication with Collection Development department to streamline the e-resource acquisition and renewal process.

Created the “gtjournals” wiki to facilitate communication between Acquisitions and Collection Development (particularly regarding electronic resources). The wiki allows Acquisitions and Collection Development personnel to communicate more efficiently regarding journals or journal packages we need to take action on. We have also expanded use of the wiki beyond journals, to database renewals.
The shared wiki space has enabled us to post items for decision, ask questions, and add notes all in one place.

Using the wiki has also reduced email volume and now allows all of us to track progress on renewals, cancellations, and format changes.

**I.1.5 Make significant progress on negotiating backlog of license agreements, which will enable the acquisition of a number of new electronic resources. Specific priorities are Nature, Science, SPIE, Blackwell e-journals, and the Royal Society of Chemistry.**


**I.1.6 Investigate electronic resource management system products for potential purchase.**

Formed Electronic Resource Management working group, which investigated the library's ERM-related needs, developed ERM system requirements, investigated available commercial ERM solutions, and made a recommendation to purchase Ex Libris' ERM system, Verde. A group has been formed to implement Verde at the Library.

**I.1.7 Complete the implementation of the use of EDI for invoice loading and claiming in Endeavor with EBSCO. Pursue opportunities to implement EDI for Blackwell and other vendors, where appropriate.**

Completed the project of entering EDI matching data into print and electronic journal order records into Voyager. In July 2006, the use of EDI (Electronic Data Interchange) was implemented for claiming periodicals in Endeavor, with Ebsco. EDI is also being used to process book ordering with Blackwell.

**I.2 Other accomplishments**

**I.2.1 The new emphasis on the use of the P-Card in Acquisitions led to significant changes this past year in the manner in which materials have been purchased and paid for.** For this fiscal year, firm order monographs ordered with the P-Card totaled $69,607.35. Invoices paid with the P-Card in the department totaled $606,653.90. The handling of payment for so many materials directly in the department has sped up the payment, receipt and accounting process by removing extra steps in the Acquisitions workflow.

**I.2.2 The amount of money spent on monographs this year was 26.9% higher than during the last fiscal year. The number of monographs purchased with this money was 39.8% higher than last year’s total.**
I.2.3 Katie Stein’s LA-III was vacated when she left Georgia Tech for another position. Her job was filled by Cynthia Collins, who transferred over from ICM.

I.2.4 Arranged Blackwell training on Collection Manager for the Information Consultants on August 10, 2006.

I.2.5 Arranged a presentation by Blackwell about their EBook platform & program, ECHO, for Georgia Tech and other area libraries on March 16, 2007.

I.2.6 Arranged for the acquisition of a complete set of signed books, in most cases first editions, of the monographic works of President Carter for the Rare Book Collection.

I.2.7 The Electronic Resources unit successfully navigated the consortial process for renewing our three major electronic journal packages, Elsevier, Wiley, and Springer.

I.2.8 Several training opportunities for the department were provided on variety of topics including electronic file management, computer security, and Oracle Calendar. In addition, two tours were conducted of other departments in the Library to observe how their operations are handled and to then determine what our department could do to work more closely with them and how to potentially adopt some of their techniques for our own.

I.2.9 In December 2006, with the assistance of other departments in the library, we completed a time-sensitive project which involved the shifting of current periodicals from 1 East to 2 East. The purpose of this project was to combine two Reference collections on 2 East and 2 West into one combined collection.

I.2.10 Several staff members received promotions to acknowledge the much higher level of expertise and technical abilities the new duties they are performing require of them.

I.2.11 Angie Juenemann continues the maintenance of LOCKSS (Lots of Copies Keep Stuff Safe). She has successfully added approximately 1,534 Archive Units to Tech's LOCKSS. Angie also attended a LOCKSS presentation in February 2007 that was given by Victoria Reich of Stanford University.

I.2.12 Many Staff members took part in Library wide committees and groups, including Angie Juenemann who worked with the Library Collaboration Solutions Working Group, Jackie Boyd who was part of the ACRL Award Committee and Isoke Ambidwile who worked with the Strategic Planning Committee.

I.2.13 The department took its initial steps into reorganizing and fusing with the Information Control and Management Department whose Head retired earlier in
the year. This step is being taken in order to better able position the Division and the Library for the future.

I.3 **Objectives for 2007/2008**

I.3.1 Continue the integration of the two departments into one, streamlined department.

I.3.2 Implement new procedures and train appropriate staff in Acquisitions Unit to order EBooks from Collection Manager once the decision has been made on which format to order (ECHO or EBL, or both).

I.3.3 Begin the process of implementing Verde, a new electronic resources management system, including training appropriate personnel on using Verde and integrating it into our current Collection Management systems.

I.3.4 Continue the implementation of MetaLib, a new federated search tool, into the Library’s suite of offerings to its users, including training appropriate personnel on using MetaLib and helping Library personnel to understand the implications of its use on all of the electronic holdings of the Library.

I.3.5 Hire for the vacant Library Associate I position.

I.3.6 Explore the opportunity of training on various software & Voyager, including using a departmental Wiki to facilitate its implementation. Make sure all personnel in all areas of Collection Acquisition and Management are familiar with all issues in the newly formed department and that they receive training, if necessary to complete their tasks.

**SECTION II**

II.1 **Professional Accomplishments / Memberships / Committees**

**Jeff Carrico**

Member American Library Association  
Member ALA ALCTS Division  
ALA Acquisitions Technology Committee Chair  
ALA Program Chair “Library 2.0, Social Software for Technical Services” Program, ALA Conference 2007, Washington DC.

Information Resources Council, 2005-  
E-Book Working Group, 2006-  
ERM Working Group  
Galileo MetaLib Implementation Team  
Galileo Verde Implementation Team  
Member EPIC  
Library Council
Library Faculty Organization
Attended Charleston Acquisitions Conference, Charleston, SC
Attended ALA Midwinter Meeting, Seattle, WA
Attended ALA Annual Meeting, Washington, D.C.
Attended Georgia Gold Meeting, Athens
Attended E, R & L Conference, Georgia Tech

Ruby Cross

ALA ULS Membership Committee
Member of GLA Membership Committee
Member of Information Resources Council
Member of Library Faculty Member at Large
Member of NASIG
Member of the Professional Activities Committee
Attended GLA Annual Meeting at Clayton State University
Attended GLA COMO Meeting, Athens, GA
Attended ALA Midwinter Meeting, Seattle, WA
Attended EndUser Annual Meeting, Chicago, IL
Attended NASIG Annual Meeting, Louisville, KY
Attended ALA Annual Meeting, Washington, D.C.

Tom Fisher

Member of ALA
Chair, ACRL ULS Membership Committee
Information Resources Council, 2001-
E-Book Working Group, 2006-
Attended Charleston Acquisitions Conference, Charleston, SC
Attended ALA Annual Meeting, Washington, D.C.
Attended Georgia Gold Meeting, Athens
Attend E, R & L Conference, Georgia Tech

Elizabeth Winter

Member of ALA (2003-)
Member of GLA (2004-)
Member of Information Resources Council (2006-)
Member of Library Faculty Organization (2006-)
Member of Web Steering Committee (2006-)
Member of Professional Activities Committee (2006-2007)
Member of Electronic Products Integration Committee—EPIC (2006-)
Head of Electronic Resource Management working group (ad hoc) (2006-)
Member of E-books working group (ad hoc) (2006-)
Chair of Program Planning Committee of Electronic Resources & Libraries Conference (2006-)
Secretary/Treasurer of Technical Services Interest Group of Georgia Library Association (2006-)
Team Lead of GALILEO Metalib Pilot Project, Resource Configuration Team (2006-)
Member of GALILEO Verde Project (2007-)
Member of Transfer Project Main Committee, UK Serials Group (2006-)
Member, Florida State University College of Information Alumni Association Board (2004-)
Attended ALA Annual (June 2007)
Attended Electronic Resources & Libraries (Feb. 2007)
Attended Online Information meeting (London) (Nov. 2006)
Attended Charleston Conference (Nov. 2006)
Attended GA COMO (Sept. 2006)