**SURVEY: DRAFT 2 (December 16, 2011)**

**INTRODUCTION:**

To comply with the charges approved by the VALE Executive Committee, namely to provide seamless sharing of resources across all participating libraries, the VALE CCM Committee must prepare a collection that is stable, available, and accurately reflected in holding records in anticipation of the development of the common catalog. Initially it is essential to understand the policies and procedures of the participating libraries for this to be accomplished. This survey is the mechanism with which information on policies and procedures will be gathered.

Although policies of last copy and remote storage will not have an immediate impact on a shared catalog venture, they will be of concern and therefore relevant questions are included in this survey.

**A. DEMOGRAPHIC INFORMATION:**

1. College/University Name:

2. Who is responsible for the Cooperative Collection Management issues for the VALE OLS project at your Library?

2a) Name

2b) Title

3. Does your Library have a formal Collection Development Policy?

3a) Is it available online?

3b) Please provide the URL:

4. When did you last revise or update your Collection Development Policy? \_\_\_\_\_

**B. COLLECTIONS:**

5. What classification system does your Library use – check all that apply

LC \_\_\_\_\_\_\_\_\_\_\_

Dewey \_\_\_\_\_\_\_\_\_\_\_\_\_

NLM \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gov Docs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. What percentage of your collection is not in your OPAC? \_\_\_\_\_\_\_\_\_\_\_

7. Do you plan to include OPAC records for this material in the future?

YES\_\_\_\_\_\_\_\_\_\_\_\_

NO\_\_\_\_\_\_\_\_\_\_\_\_

8. In your OPAC, does your Library use a separate bibliographic record for the physical and electronic format of the same title? Examples:

8a) one bib record for ***Tale of Two Cities*** in print and a second record for ***Tale of Two Cities*** as an ebook

Yes, we have separate bib records

No, we do not have separate bib records

8b) one record for ***Tale of Two Cities*** as a DVD and a second record for ***Tale of Two Cities*** in streaming format

Yes, we have separate bib records

No, we do not have separate bib records

8c) one record for ***Rolling Stone*** magazine in print and a second record for ***Rolling Stone*** magazine online or in microform

Yes, we have separate bib records

No, we do not have separate bib records

9. For each type of material, please indicate the type of records, (i.e., bib, holdings, and item), that are added to your Library’s catalog. (“All” means that you attempt all, not that there are no omissions). The space below each type of material is for optional explanations you would like to provide.

|  |  |  |  |
| --- | --- | --- | --- |
| Type of Material | Bib Record | Holdings | Item Record |
| Circulating print books | All x  Some  None | All x  Some  None | All x  Some  None |
|  | | | |
| Reference print books | All  Some  None | All  Some  None | All  Some  None |
|  | | | |
| Print periodicals | All x  Some  None | All x  Some  None | All  Some  None x |
|  | | | |
| Media | All  Some  None x | All  Some  None | All  Some  None |
|  | | | |
| Special collections | All  Some x  None | All  Some x  None | All  Some x  None |
| (Add space for listing other collections) | | | |
| E-books owned | All x  Some  None | All x  Some  None | All  Some  None x |
|  | | | |
| E-books available  (e.g. EBL patron driven acquisition) | All x  Some  None | All x  Some  None | All  Some  None x |
|  | | | |
| E-book collections owned | All  Some  None | All  Some  None | All  Some  None |
| Please list collections owned: |  | | |
|  | | | |
| E-books subscribed | All  Some  None | All  Some  None | All  Some  None |
|  | | | |
| E-book collections subscribed  (e.g. ACLS Ebooks,  CRC NetBase) | All  Some  None | All  Some  None | All  Some  None |
| Please list e-book collections subscribed |  | | |
|  | | | |
| E-books in aggregate databases  (e.g. Ebsco Soc Index w/ Full Text) | All  Some  None | All  Some  None | All  Some  None |
| Please list relevant aggregate databases subscribed: |  | | |
|  | | | |
| Documents available  (e.g. Marcive) | All  Some  None | All  Some  None | All  Some  None |
|  | | | |
| E-journals: individually subscribed titles | All  Some  None x | All  Some  None x | All  Some  None x |
|  | | | |
| E-journals: in collections  (e.g. VALE ScienceDirect) | All  Some  None | All  Some  None | All  Some  None |
| Please list collections subscribed: |  |  |  |
|  | | |  |
| E-journals in aggregate databases (PQ Central, Ebsco ASP) | All  Some  None x | All  Some  None x | All  Some  None x |
| Please list relevant aggregate databases subscribed: |  | | |
|  | | | |

**C. WEEDING AND INVENTORY**

10. Describe your Library’s weeding activity. Check all that apply:

a) Done on a continual basis (frequent, repeated) \_\_\_

b) Targeted (weeding performed in specific areas when necessary \_\_\_\_\_

c) My Library has not weeded since \_\_\_\_\_\_\_\_\_

d) Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

11. When weeding/withdrawing a title, do you check the status of the title at other New Jersey libraries? (Do other libraries have that title, or was your Library’s copy the last copy in New Jersey).

a) Yes, we check the status at other NJ libraries

b) No, we do not check the status at other NJ libraries

12. When was the last time you Library(s) performed any inventory activity?

(Year: \_\_\_\_\_\_\_\_\_\_\_\_\_)

13. What percentage of your collection has been inventoried in the last 10 years? \_\_\_\_\_\_\_

14. Describe your Library’s Inventory activity. Check all that apply:

a) Done on a regular basis (approx. every \_\_\_\_years)

b) Targeted (inventory performed in specific areas when necessary) \_\_\_

c) Comprehensive (inventory performed on all/several sections of the collection \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

15. Is your inventory program automated? Describe the steps your Library takes to conduct an inventory:

16. Has your Library resolved the following inventory clean up issues? Check all that apply:

a) Not on shelf \_\_\_\_\_\_

b) Missing \_\_\_\_\_\_

c) Lost \_\_\_\_\_\_\_\_\_\_\_\_\_\_

d) Mending/Preservation/Damaged \_\_\_\_\_\_\_\_\_\_

e) No online record \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

17. Approximately what percentage of you collection has a status of:

a) Lost (Lost means \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

b) Lost and paid (L&P means \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

c) Missing (Missing means \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

d) Long overdue (Means \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

e) What other terms do you use?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**D. DIGITIZATION PROJECTS/COLLECTIONS**

18. Is your Library engaging in any digitization projects? Describe: