

Next-Generation Technical Services (NGTS) POT 4 Final Report

POT 4 Members

Karleen Darr, UCD

Adriana Moran, CDL Acquisitions

Lucia Snowhill, UCSB, SOPAG liaison, July 2011-April 2012

Gary Johnson, UCSB, SOPAG liaison, April 2012-Present

Lisa Spagnolo, UCD, Project Manager

Submitted to NGTS Management Team September 27, 2012

This brief report describes the work by POT 4 since the submission of the Interim Report submitted in April 2012 and finalized in June 2012.

During the review of the Interim Report by the Management Team and SOPAG, POT 4 presented its document, the **“Draft Recommended Library Financial Data Best Practices to Campus Audit Accountability for CDL Deposit Account System”**, to the Acquisitions Common Interest Group (ACIG) for routing to the libraries’ business officers on each campus. The document was distributed via the ACIG listserv in May, with follow-up in June and final comment due in early August of 2012. The timeline accounted for fiscal close activities and provided opportunity for key stakeholders to respond to the document.

As a result of feedback, the document was revised to adopt the term “scheduled recharges” in place of “deposit account” to more accurately reflect the process being used, and to differentiate the process from deposit accounts with vendors. Based on campus experience, this change will also represent the process more accurately for campus accounting units, who tend to construe a particular vendor arrangement with the use of the term “deposit account.” Formatting was also changed in the document to indicate a list of suggested practices rather than ordered “steps.” The finalized document **“Recommended Library Financial Data Best Practices to Campus Accountability for the CDL Scheduled Recharge System”** is being submitted at the same time as this report as a standalone reference for ACIG and library business officers.

The original POT 4 project plan included a follow-up survey to assess adoption of the revised recharge process, continuing the work of the LT 1 survey, which gathered input from campuses at varying stages of adoption. As this included two campuses that were just starting to change their processes, a later survey was planned to allow for more experience with the revised workflows and reports across the system. Per direction from the NGTS-MT, POT 4 is transferring the task of this continued assessment to ACIG. The key issues as identified in the Interim Report are a need for consistency at CDL Acquisitions in distributing the monthly reports, and a need for assessing any savings gained throughout the process. Quantitative measurement indicates a decrease in recharges being processed annually. Per the Interim Report:

Efficiencies and savings were gained with the reduction of systemwide recharges from an annual average of 540 down to a total of 51 in fiscal year 2011-2012. This effectively reduced the number of recharge related transactions at CDL acquisitions and UCSD Financial Accounting from 1,620 down to 153 while campus library recharge/acquisitions and Campuses Financial Accounting Departments reduced transactions from 1,080 down to 102.

One question that was posed in the Interim Report was whether any savings would be discernible at the campus library level, or whether the new process was just a change in method. Campuses indicated that the need to manage data in the ILS for planning and tracking of local expenditures had not changed.

POT 4 has prepared a memo to ACIG to transfer this assessment, and this is being submitted as a separate document to NGTS-MT for review.

This report, and the two documents mentioned, will be tracked in the POT 4 Asset Inventory, and will be transferred to ACIG as the appropriate all-campus group for this functional area. These steps represent the sum of POT 4’s work as charged. The revised process appears to be more efficient when taken as a whole, although local processes may not have yielded significant savings in effort. POT 4 acknowledges that continued discussions at a higher organizational level are required to alter the funding structure for shared resources and services in a transformational way.