

Summary of Responses to HOTS Shelf-Ready Survey

1. Campus libraries using shelf-ready services for monographs

UCB: Main, Undergraduate, Science Libraries, Social Sciences, East Asian
UCD: None
UCI: Main
UCLA: Main (YRL) for approvals; College Library for firm orders
UCM: Main
UCR: None
UCSD: Arts, Biomedical, Medical Center, International Relations, Science and Engineering, Scripps Institution of Oceanography, Social Science and Humanities
UCSF: Main (both branches)
UCSB: Main
UCSC: Main

2. Are shelf-ready services used for specific types of collections?

UCB: English language humanities, social sciences and sciences; Japanese language collection
UCD: N/A
UCI: English language humanities and social sciences
UCLA: English language humanities and social sciences; College Library profile in preparation for award winners, graphic novels, popular non-fiction, etc.
UCM: English language humanities, social sciences and sciences
UCR: N/A
UCSD: English language humanities, social sciences and sciences; Chinese; Italian; Korean
UCSF: all subject areas
UCSB: English language humanities, social sciences and sciences; art and music not included at this time
UCSC: only Chinese language firm orders

3. Names of vendors, including OCLC, used for shelf-ready services

UCB: YBP and OCLC (for the records) for firm orders and approvals
Kinokuniya for Japanese language firm orders
UCD: N/A
UCI: YBP and OCLC for approvals
UCLA: YBP and OCLC for approvals and firm orders
UCM: YBP and OCLC for approvals and firm orders
UCR: N/A
UCSD: YBP and OCLC Cataloging Partners for approvals and firm orders
Casalini Libri for Italian language approvals and firm orders
China International Book Trading Corp. (CIBTC) for Chinese language firm orders initially

Total Library Services (TLS) for Korean language firm orders
UCSF: YBP and OCLC Cataloging Partners for firm, approval and standing orders
UCSB: YBP and OCLC for approvals; firm orders not received shelf-ready
UCSC: CNPITC for Chinese language firm orders

4. Specific services provided by each vendor

UCB: YBP-spine labels, property stamps, security strips, barcodes, binding of paperbacks

Kinokuniya-original cataloging, spine labels, property stamps, barcodes and call number on t.p. verso;
OCLC-catalog records

UCD: N/A

UCI: YBP and OCLC-catalog records; no physical processing at this time

UCLA: YBP-spine labels, property stamps, security strips, barcodes and wandling barcodes into acquisitions records

OCLC-catalog records

UCM: YBP-spine labels, property stamps, RFID tags, barcodes, Mylar covers for books with dust jackets, CIP upgrades, original cataloging

OCLC-catalog records

UCR: N/A

UCSD: Casalini Libri-spine labels, property stamps, security strips, barcodes, catalog record (UCSD to set holdings on OCLC)

CIBTC-author/title transliteration on title page, spine labels, property stamps, security strips, catalog record (UCSD to set holdings on OCLC)

TLS-author/title transliteration on title page, property stamps, security strips, barcodes, catalog record (TLS sets holdings on OCLC) (spine labels by UCSD on receipt)

YBP- spine labels, property stamps, security strips, barcodes

OCLC-catalog records

UCSF: YBP-spine labels, property stamps, 3-M target, barcodes, electronic invoice data

OCLC Cataloging Partners for catalog records

UCSB: YBP-spine labels, property stamps, security strips, barcodes

OCLC-catalog records

UCSC: CNPITC-property stamps, security strips, barcodes, pencil call number in book (spine labels by UCSC on receipt), copy and original cataloging in

OCLC, set holdings on OCLC, forward file of OCLC MARC records

5. Quality control measures used by the library

UCB: YBP-book accounted for on invoice; check bib record with book

Kinokuniya-cataloging and processing checked for first two years; in later years only random checking done

UCD: N/A

UCI: N/A

UCLA: Acquisitions staff confirms piece in hand matches record provided; sends to cataloging any books that did not arrive cataloged

UCM: Books checked against invoice; records spot checked

UCR: N/A

UCSD: Acquisitions staff confirms piece in hand matches record provided; sends to cataloging any books that did not arrive cataloged

UCSF: Copy cataloging verifies bibliographic records; slightly augmented receiving procedures to verify physical processing

UCSB: Books checked against invoice; call number and location verified; shipments checked twice yearly to determine acceptable error rate and tweak profile

UCSC: Records spot checked; call numbers verified and adjusted according to local practice; physical processing spot checked as spine labels applied

6. Costs of these services per book

UCB: YBP-\$2.15/book for physical processing, \$0.15/record, \$7.15/book for binding

Kinokuniya-3,850 yen/book=approx. \$35-40 depending on exchange rate

UCD: N/A

UCI: N/A

UCLA: \$2.45/book for physical processing. Cost of bib record included in OCLC subscription price

UCM: \$6.15 for physical processing and YBP and OCLC cataloging services

UCR: N/A

UCSD: Casalini Libri: Euro 6.50 per core-level record; Euro 2.00/book for physical processing; Euro 0.30 per basic vendor record

CIBTC: \$5.00/ book for cataloging; \$2.50/book for cataloging literature (no subject headings); \$.50/book for physical processing

TLS: confidential

YBP: \$2.85/volume for PromptCat pass through and physical processing; \$9.15/volume for Norlam binding; OCLC costs for PromptCat included in annual subscription

UCSF: Firms-\$2.35/volume for physical processing; \$0.20 OCLC per invoice line pass through fee; \$0.85/volume GobiExport annual subscription fee; \$0.05 library supplied bar code

Approvals-\$0.20 OCLC per invoice line pass through fee; \$0.85/volume GobiExport annual subscription fee

Standing orders-\$1.20/volume physical processing; \$0.05 library supplied bar code

UCSB: current service costs \$3.85/title; new service beginning 4/13/09 costs \$2.79/title (YBP-OCLC Cataloging Plus Basic Service)

UCSC: \$8.00/title

7. Approximate number of books received shelf-ready from each vendor per year

UCB: YBP-20,000
Kinokuniya-800-1,000
UCD: N/A
UCI: N/A
UCLA: 7,500-10,000
UCM: 8,000
UCR: N/A
UCSD: Casalini Libri-500; 700 projected for 09/10
CIBTC: 275; 1,100 projected for 09/10
TLS: 50; no projection for 09/10
YBP: 14,000; 14,000 projected for 09/10
UCSF: 1,184
UCSB: 11,311 in 07/08
UCSC: 100

8. Percentage of monographic purchases received shelf-ready annually

UCB: YBP-65% of books from YBP
Kinokuniya-40-45%
UCD: N/A
UCI: N/A
UCLA: approx. 16 2/3 %
UCM: 99%
UCR: N/A
UCSD: 35% of monographic purchases in 07/08; 50% in 08/09
UCSF: approx. 85%
UCSB: 38.45% in 07/08; close to 80% on new plan
UCSC: .005%

9. Any specific plans to increase the use of shelf-ready services

UCB: No
UCD: Yes, want to implement shelf-ready services for approvals and firm orders in 09/10
UCI: Yes, soon will expand to include physical processing
UCLA: Yes, plans to expand to approvals from Harrassowitz, Lindsay and Crofts, Coutts and Blackwell; need to find funding for physical processing
UCM: N/A
UCR: Yes, will probably use shelf-ready services in the very near future
UCSD: Yes, implementing shelf-ready workflow with Casalini Libri, plan to expand CIBTC to include approvals, like to receive shelf-ready Japanese materials form Kinokuniya
UCSF: Yes, monograph series cataloged separately (standing orders) 5/09
UCSB: Yes, new plan will include spine labels for 090 member copy

UCSC: No, due to lack of funding

10. Any reallocation of staff or staff lines to other activities as a result of implementing shelf-ready services

UCB: Yes, copy cataloging staff reallocated to Western European language material; Kinokuniya service replaced a Japanese catalog librarian

UCD: N/A

UCI: No

UCLA: access services changing “in process” status to “not checked out;” one FTE from general humanities/social sciences copy cataloging to Arabic copy cataloging; increased capacity for digital library project metadata; cataloging student assistants now working on withdrawals processing; acquisitions student assistants doing higher-level tasks

UCM: No, only one staff person in technical services

UCR: N/A

UCSD: used student assistant salaries to fund shelf-ready services (one student position eliminated in Receiving Unit); two copy cataloging positions eliminated when positions became vacant

UCSF: No, but better able to absorb loss of one staff position doing physical processing

UCSB: Copy Cataloging Unit will be assigned to assist Acquisitions with shelf-ready processing and providing scanning and metadata assistance on digitization and digital projects; moving to be as efficient as possible in using technology and outside services and decreasing personnel costs on cataloging activities.

UCSC: No

11. What is the funding source for the shelf-ready processing costs?

UCB: Collection funds; Japanese language processing paid from vacant Japanese cataloging position

UCD: N/A

UCI: Reallocated funds from vacant positions

UCLA: Collection funds

UCM: Collection funds

UCR: N/A

UCSD: Initially from GA budgets; now reallocated funds from vacant positions

UCSF: Collection funds

UCSB: Collection funds and salary savings

UCSC: CJK collection funds