

Collection Evaluation FAQs – UPDATED (10/06/14)

1. **What criteria were employed for inclusion in the potential withdrawal database?**

- Published before 1991
- Zero recorded uses since 2005
- Keep one title holding within the CI-CCI group
- At least one non-CI-CCI library in Iowa also holds the title

2. **What is the loan period, and renewal option for books within the CI-CCI cooperative?**

We took faculty concerns about these issues back to the larger CI-CCI group and the group has since agreed to and is now implementing these guidelines within our group (and UNI):

--120-day loan period (*same for faculty & students; we discussed having different loan periods for faculty vs. students, however, the group decided to implement a common loan period to lesson confusion & workload; if, this becomes an issue, the group will re-visit in the future*).

- three-week recall free period at the front
- automatic two-week renewal at the end (if requested)

3. **Is there a “protected period” available for a book that is owned by Drake?**

The best option to make sure something is available for Drake faculty/student use is to place it “On Reserve”. None of these items will circulate outside of Drake.

4. **What is the turnaround time on loan requests to other CI-CCI libraries?**

After reviewing borrowing times from the other CI-CCI schools, the average turnaround time is currently **2-3 days**. While we originally stated that the turnaround time on loan requests would be 24 hours, we’ve had to back off that for the time being. CI-CCI is diligently exploring options (including courier services, working with the regents, etc.) to improve upon this delivery time.

5. **What is the deadline for completion?**

We will have an “*introductory period*” through **Oct. 17**, during which you and your colleagues can get a feel for the process, report any bugs, and offer any feedback. During this period, the database will be “live,” so any titles marked for retention will be retained. If no major issues are revealed during the introductory period, you can simply continue reviewing lists of titles and marking any you’d like Cowles to keep. Our target date for the entire review process to be completed is **January 31, 2015**.

Faculty Forum FAQ

Below is a summary of salient points discussed at the February 18, 2014 Faculty Forum in the Cowles Library Reading Room. Guest speaker was Rick Lugg, co-owner of Sustainable Collections Services (SCS).

The Final Outcome of this Initiative

- The new shared collection will contain more than twice as many monographs as the local Cowles Library collection
- Faculty will have “24-hour turnaround” access (during the workweek) from the shared collection
- The locally-held collection will better reflect the curriculum and research priorities of Drake faculty
- Additional space will be available in the Library for student and faculty use
- Library Acquisitions processes will be more effective

Central Iowa Collaborative Collections Initiative (CI-CCI)

The library has entered into a formal collaboration with four central area libraries: Central, Grand View, Grinnell, and Simpson.

This group is called the **Central Iowa Collaborative Collections Initiative (CI-CCI)**: <http://ci-cci.org/>

CI-CCI has four goals:

1. “Right-size” local print collections by *reducing duplication within the group* for better allocation of library space.
2. *Maintain a distributed, shared collection*. One circulating copy of each potential withdrawal is retained within the group to ensure preservation.
3. *Coordinate acquisitions to further the shared collection* to reduce duplication and leverage acquisitions funds.
4. Establish a collaborative environment for future projects

CI-CCI hired Sustainable Collections Services (SCS) to analyze the group holdings and circulation data to inform the decision making process. The group decided on the **Title Criteria for potential inclusion**. These were:

- Keep one title holding within the CI-CCI group
- At least one non-CI-CCI library in Iowa also holds the title
- Published before 1991, and Zero recorded uses since 2005

Withdrawals

The above analysis resulted in 51,324 “*Allocated Withdrawal Titles*” for Drake, and 45,229 “*Allocated Retention Titles*.” (Note these are **potential** candidates for withdrawal; none will be withdrawn until they have been reviewed by appropriate faculty!) The **next step** will be distributing the allocated withdrawal titles to the faculty in each department for review.

When?

The withdrawal candidates will be shared through the Library Liaison process, beginning in Fall 2014.

Who & How?

The Library will work with the assigned Library Liaison for each discipline who in turn will work with their departmental colleagues. This process will allow faculty to review each

withdrawal candidate on a title-by-title basis, and to reprove those titles which are deemed important.

Why?

Cowles Library has serious space limitations, and a new Library or Library addition is extremely unlikely in the immediate future. Cowles Librarians already regularly (albeit on a smaller scale) review our existing collection based on factors such as condition; usage; relevance to the curriculum; and currency (more important in some areas than others). Thus, this process is a considerable improvement in that it directly engages faculty in all disciplines; is data-driven; and retains a strong element of ready access to the affected titles: Withdrawals are coordinated within the group so that a copy of every title is still held within the group. CI-CCI has agreed to make these titles available on a 24-hour turnaround (weekday) to each other.

Coordinated Acquisitions

Beginning in 2015 we will determine if one of the CI-CCI libraries already owns a book (in print) before ordering a copy, unless *specifically requested otherwise*. (Note that arrangements such as this, while new to Iowa, are relatively common in academic libraries: The **Research Triangle** is an example: <http://www.trln.org/coop.html>)

When?

Starting: Jan. 2015 (contingent upon successful testing, including faculty input, in the interim)

Who & How ?

Every faculty member who orders a book out of his/her departmental allocation will be notified if the title is already held at another CI-CCI library. If the faculty member is in agreement, we will not purchase the title for Cowles Library. Instead, we will rely on the agreed upon 24-hour (week day) turnaround for access to the title if/when it is needed. If the faculty member requests that we purchase the title to be held at the Cowles Library, we will do so.

Why ?

One of the tenants of the CI-CCI agreement was the development of the “*Shared Collection*” concept. CI-CCI is in agreement that we are “sharing” shelf space with the other members of CI-CCI. Therefore, if Grand View owns a copy of something it is much like WE own it, it may just happen to be residing on their shelf at the moment. This allows us (and the other CI-CCI libraries) to use acquisitions dollars to develop collections of greater depth and to focus on areas of greater local interest.