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CARLI News December 16, 2010

Consortium of Academic and Research Libraries in Illinois

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CARLI News

December 16, 2010

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CARLI Holiday Hours

The CARLI office will be closed for the holidays December 24–January 2. Send an email to support@carli.illinois.edu or call toll free 866.904.5843 to report any problems or concerns. Callers will have the option to page a tech support staff person to report a system outage or other serious problem. CARLI staff will respond to all other issues and reports when regular business hours resume on January 3.

ILDS will not provide delivery service on Friday, December 24, Monday, December 27, and Friday December 31.

CARLI Annual Meeting Available Online

If you missed the CARLI Annual Meeting on December 3 you still have the opportunity to view it online. Visit the [Annual Meeting](#) web page to watch the recording of the webinar or view the web pages mentioned in the meeting.

If you attended the CARLI Annual Meeting webinar or if you have listened to the recording online, we encourage you to send us your feedback by completing the [webinar evaluation](#). The survey will remain open until January 30, 2011.

Collections

Save the Date! Collections Care Workshop

Plan now to attend the Collections Care Workshop to be held March 1 at Heartland Community College, Normal. The program will include a hands-on demonstration on caring for circulating collections, as well as a panel discussion about preservation efforts at three Illinois institutions.

Space will be limited. Watch for registration information in January.

This workshop is sponsored by the Preservation Working Group with funding from the CARLI Program Planning Committee.

Book Digitization Initiative Call for Proposals

CARLI is accepting proposals for the FY2011 Book Digitization Initiative, a continuing partnership with the Internet Archive and the Open Content Alliance.

The process has been streamlined, with applications encouraged at any time. Materials that can be digitized through this program include books, serials, and pamphlets in all subject areas. Proposals that meet the theme of "Illinois: Culture and Heritage" will receive priority.

Participants may request a webinar on the Initiative and the proposal process by emailing support@carli.illinois.edu.

Complete information about the program can be found on the [CARLI web site](#).

Library Access to E-Resources License Agreements

E-resource contacts can now access current license agreements for the products your library subscribes to through CARLI by logging into

the [selection system](#). Users will be prompted for their user name and password. Once logged in users will be able to see the following information for the two most recent selection cycles as well as the one-time purchases your institution has made through CARLI:

- Database name
- Vendor providing access
- Cost
- Any special comments

Each product listed is a hyperlink to the current license agreement. These agreements have been redacted to remove all confidential information, such as participants and pricing. The license agreements include the period of performance, terms of use and archival access information.

Products requiring new license agreements during any selection period will link to the existing license until the new license is fully executed and redacted. For the fall 2010 selection cycle that closed on December 10 these include: American Chemical Society, Sage Premier, American Mathematical Society (MathSciNet) and Project Muse.

If you have questions or need additional information about CARLI license agreements please send a note to support@carli.illinois.edu.

I-Share

December Voyager 7.2.3 Upgrade Canceled

CARLI staff have canceled the Voyager upgrade that was previously scheduled for December 17, 2010 and will not be upgrading Voyager until, at the earliest, the end of the Spring 2011 semester. Watch for announcements in the spring about the next Voyager upgrade.

Register for "Getting the Best Deal: Comparing Prices and Vendors" Webinar

[Registration](#) is now open for the IACQ-sponsored webinar "Getting the Best Deal: Comparing Prices and Vendors" presented by Andy Meyer, Acquisitions Coordinator, Brandel Library, North Park University.

The event will be held twice, on January 11, 10:00 am–11:00 am, and on January 12, 2:00 pm–3:00 pm. The content will be the same at each webinar. The webinar will also be recorded for viewing at a later time.

For more information or to register, visit the [event page](#).

If you have any questions about this program, please contact the CARLI Office at support@carli.illinois.edu.

ICAT Interim Recommendations for Managing RDA Data in I-Share

The I-Share Cataloging and Authority Control Team (ICAT) document "[ICAT Interim Recommendations for Managing RDA Data in I-Share](#)" is now available on the CARLI web site.

RDA testers have been creating RDA catalog records in OCLC since October 2010. The RDA cataloging copy will be the only cataloging data available in OCLC for the corresponding titles. I-Share libraries that acquire these items will need to use the RDA catalog record and import it into their local catalog according to their usual copy cataloging workflow. The record will also populate the I-Share union catalog.

ICAT plans to coordinate a transition of I-Share libraries from AACR2 cataloging to RDA cataloging after the Library of Congress announces an implementation decision, which is expected in June 2011. The recommendations in this document address the use of RDA catalog records in I-Share library copy cataloging workflows during this interim period.

For more information, please email support@carli.illinois.edu.

Preservation

The [Preservation Tip](#) in the November newsletter discussed why it was important to assess your collection. This theme is continued this month with information on how to do a survey:

Preservation Tip: How to do a Preservation Survey of a Collection

Preservation surveys are important planning tools for any library hoping to undertake preservation activities. Whether to assist in setting long term goals for an established program, or in setting a budget and work plan for a small grant, preservation surveys can give you important data for your projects. When planning a survey, your first step should be to outline what type of information you are hoping to gather. Are you quantifying the level of damage or deterioration a collection exhibits? Are you assessing what types of decorative bindings are in your special collections? Are you trying to plan for what types of repairs are necessary for a collection before you submit a grant proposal? In any case, you will want to draw up a survey tool, in paper form or on a computer, in either a database or a spreadsheet, which will outline the data points you want to collect. There are a number of excellent survey tools published over the years, looking at some of them may help you to formulate what yours should include.

After a survey form is drafted, a second step is to figure out if you are going to survey an entire collection from start to finish, or if the collection is large, you may want to consider doing a sample assessment. If you are doing a sample, the most valid results are derived when a statistically valid random sample is used. Data derived from a statistically valid random sample will give you estimated ranges of occurrence for each area for which you are seeking to collect data. This method is particularly helpful if you are trying to estimate staff time

occurrence for each area for which you are seeking to collect data. This method is particularly helpful if you are trying to estimate staff time or materials for a large preservation project. To create a random sample you must establish the total number of items in your collection that you want to have considered in the survey (this may be your entire collection, or a subset). This is called your "population." You then choose what level of accuracy you want from your results. Accuracy is measured in two ways: "confidence" and "tolerance/margin of error." Confidence is a measurement of accuracy based on the repeatability of the sample. If you choose a confidence of 90% and you repeat the sample 100 times using a different randomly selected sample, your results would be the same 90 of those 100 times. Recommended confidence levels for sampling a collection are 90, 95, and 99 percent. Ninety-five percent is usually the optimum confidence level for accuracy of results and manageability of sample size. Tolerance, or margin of error, is the threshold of error you allow for your results. For example, if your sample tells you that 80% of your collection consists of VHS tapes and you have set your margin of error to plus or minus 5 percent ($\pm 5\%$), then your collection might have between 75-85% VHS tapes. Common tolerance thresholds are ± 2 or ± 5 percent. When you combine confidence and tolerance, you get the overall accuracy of your sampling results. For a sample that results in 95% confidence with a tolerance of $\pm 2\%$, you would know that in 95% of the times you repeat the survey, the number of occurrences (of any one format or identified level of deterioration, etc.) would be accurate 95 out of 100 times within a range of ± 2 percent.

Once you have selected your desired confidence and tolerance, you use these values to determine the sample size of your overall population. Many web applications can do this for you and a simple search for "sample size calculator" will likely yield several. One of our current favorites is the [RaoSoft Sample Size Calculator](#). Simply enter values for margin of error, confidence level, and collection size, and the calculator will calculate how many items you need to sample. In a collection of 5,000 items with confidence set at 95% and tolerance and $\pm 2\%$, your sample size would be 1,623 items. For a confidence and tolerance of 90% and $\pm 5\%$ (much less accurate but still valid for many purposes), your sample size need only be 257 items. Finally, you must determine which items of your collection you are going to sample. To make a sample statistically valid, items must be drawn from your collection RANDOMLY. Random numbers can be generated through Microsoft Excel, a web-based random number generator, or a published book of random number tables.

Recommended Resources:

- Brown, Karen. 2005. "Use of General Preservation Assessments Process". Library Resources and Technical Services (LRTS). 49(2) April 2005: 90-106.
- Brown, Karen E. K. 2006. "Use of General Preservation Assessment Outputs". Library Resources and Technical Services (LRTS). 50(1), Jan 2006: 5-9.
- Child, Margaret. "Preservation Assessment and Planning" in Preservation of Library and Archival Materials: A manual. Andover, MA: Northeast Document Conservation Center, 1994. Available at: http://www.nedcc.org/resources/leaflets/1Planning_and_Prioritizing/02PreservationAssessment.php (8 pp)
- Dean, John F. "Managing Collection Information for Preservation Planning" in Advances in Preservation and Access, Volume 2. Bedford, NJ: Learned Information, Inc, 1995. Available through electronic reserve (17 pp).
- Ogden, Sherelyn. "The Needs Assessment Survey" in Preservation of Library and Archival Materials: A manual. Andover, MA: Northeast Document Conservation Center, 1994. Available at: http://www.nedcc.org/resources/leaflets/1Planning_and_Prioritizing/03NeedAssessmentSurvey.php (6 pp)

Other News

"Inspiring Creativity" Call for Proposals for the Information Literacy Summit 2011

Submit a proposal for a breakout session by January 7, 2011 for the tenth annual Information Literacy Summit to be held April 18 at Illinois State University, Normal, April 19 at Moraine Valley Community College, Palos Hills, and April 20 at John A. Logan College, Carterville.

Creativity—designing, planning, producing, etc.— is the highest level of thinking on the revised Bloom's Taxonomy. This year's Summit asks us to connect creativity with information literacy and instruction.

Volunteers are needed to lead interesting and interactive discussions relating to information literacy or library instruction. Volunteer for one or more sessions at any of the three Summit locations, or recommend someone else who may be a good breakout session presenter. All types of libraries, schools and other organizations are encouraged to participate.

Session topics may focus on anything related to information seeking and use. Special consideration will be given to topics related to this year's theme of "Inspiring Creativity."

For more information or to propose a breakout session, visit the [Information Literacy Summit 2011](#) web page .

ILA Seeking Proposals for 2011 Conference "Bold Brilliant Brave"

[Submit a proposal](#) for the 2011 Illinois Library Association conference to be held on October 18-20, 2011. The theme is Bold Brilliant Brave, encouraging Illinois library workers to make their own way in this new library world. As the proposal form notes, "If you are doing something bold at your library, if you have a brilliant concept, or if you've shown bravery by taking a risk to move your library forward, we want to hear about it."

The committee is seeking proposals that focus on the skills and knowledge library workers must acquire that will help libraries address the needs and wants of today's end users. Proposals that focus on hands-on, live teaching sessions and panels representing different library sizes and types will be favored.

The deadline for submission is January 11, 2011.

Upcoming CARLI Events and Meetings

Holiday Schedule

December 24-31 CARLI Office closed

January 17 CARLI Office closed

Forums, Workshops and Training

January 11 I-Share Acquisitions and Serials Team Webinar "Getting the Best Deal: Comparing Prices and Vendors"

January 12 I-Share Acquisitions and Serials Team Webinar "Getting the Best Deal: Comparing Prices and Vendors"

Meetings

January 4 I-Share Cataloging and Authority Control Team

January 10 E-Resources Working Group

January 12 I-Share OPAC Team

January 13 I-Share Resource Sharing Team

January 19 I-Share Instruction Team

January 26 I-Share Acquisitions and Serials Team

January 28 Collections Working Group

February 1 I-Share Cataloging and Authority Control Team

February 4 I-Share Users' Group

February 4 I-Share Resource Sharing Team

February 9 I-Share OPAC Team

February 10 Preservation Working Group

February 14 E-Resources Working Group

February 23 I-Share Acquisitions and Serials Team

February 25 Collections Working Group

For meeting times and locations or for additional information about upcoming CARLI forums, trainings, and meetings, consult the [CARLI calendar](#).

Contact Us

Please direct all questions and comments about the e-newsletter to support@carli.illinois.edu. [Subscribe](#) to CARLI email lists to receive the latest news on topics of interest to you.