

IS OUR CD/DVD COLLECTION WORTH ALL THIS? A COST-PER-USE ANALYSIS OF ACCOMPANYING MATERIALS

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Introduction

This research:

- Examines workflows at a number of academic institutions for handling texts with accompanying materials and reviews both the formal literature and informal correspondence on email forums about this topic.
- Reports on a localized study designed specifically to provide a quantitative assessment of time and money spent on books with accompanying material.
- Provides a methodology for academic institutions that have expressed frustrations with their own workflows for accompanying materials, so that they may decide if their procedures are cost and time effective.

Methodology

This study, designed to quantify the amount of time and money spent on books with accompanying material, consisted of:

- Timing the local procedures for cataloging and processing texts with and without accompanying material, to create an average cataloging time.
- Gathering circulation statistics for texts with accompanying material, to create an average number of times these materials are checked out.
- Calculating the costs of supplies related to processing texts with and without accompanying material, to create an average supplies cost.

The time study

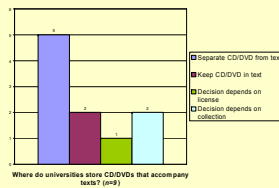
The cataloger marked by stopwatch the following steps:

- Locate the bibliographic record in the catalog and review it for accuracy.
- Add medical subject headings.
- Create call number; make spine label for text.
- Examine license agreement.
- Play CD or DVD to determine if it auto-runs or must be locally installed.
- Annotate the bibliographic record with software requirements for the use of the CD or DVD.
- Process the CD or DVD (place call number label on jewel case; affix labels in text and on jewel case; build media binder including placing call number and other labels on binder).
- Count statistics (1 title added, 2 items cataloged).

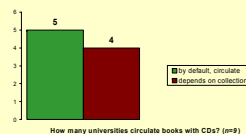
For books without accompanying material the cataloger timed steps 1, 2, 3, and 8.

What other universities do

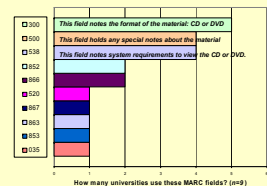
CD/DVD retention policies



CD/DVD circulation policies

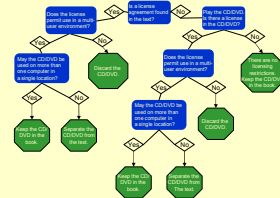


MARC fields used to describe texts with accompanying CDs



What Norris Medical Library does

Norris retention decision tree (based on license agreement)



How we communicate retention/use decisions to patrons

Conference and materials: laser surgery - edited by Michael P. Gaidman.
Philadelphia: Hanley & Belfus, 2004.
Subject: Laser Surgery - methods.
Form - Surgery.
Author: Gaidman, Michael P.
ISBN: 0781721211
Description: vi, 367 p. : ill. B. : 28 cm. + 1 DVD-ROM (4 in.).

HMC-1272: Author's license prohibits lending of DVD. Available for library use only.

Collection	Item Type	Call No.	Notes
Books: Upper Level	Four week loan	WR 655 CB82 2004	CD available. Request at Loan Desk
Norris Media	DVD	Four hour loan	WR 655 CB82 2004. For library use only.

Analysis of local time study data

6 minutes, 22 seconds: Average time to catalog a usual text (n=100)
18 minutes, 6 seconds: Average time to catalog a text with accompanying material (n=32)

660: Texts with accompanying material

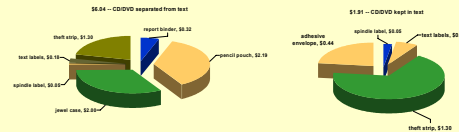
4.8: Average number of times these texts have been checked out

3 minutes, 30 seconds: Time cost per use. [Average processing time divided by average check-out]

\$0.20: Processing supplies cost per use. If CD/DVD is kept in the text

\$1.26: Processing supplies cost per use. If CD/DVD must be separated from the text

Prices of processing items



Discussion of findings

- Based on the data resulting from the time cost-per-use calculations the author views a 3 minute 30 second processing time to be negligible and is satisfied that the current cataloging workflow does not warrant changes to try to make the process more time efficient.
- The author does recommend a slight change in processing of accompanying CDs and DVDs, based on the supplies cost-per-use calculations. The library currently theft strips all CDs and DVDs, whether or not they are separated or kept with the text. The author suggests that some cost savings may be seen if the CDs and DVDs that are housed in the library's secure media collection are not their stripped.

Conclusion

- The analysis supports the intuition of librarians that have suggested they spend more time cataloging and processing texts with accompanying materials.
- The methodology for the time study and analysis of data provides a framework that may be employed at institutions to quantify their own procedures, in order to make informed decisions about their cataloging and processing workflows.
- For further information, read the forthcoming article: *The Journal of Academic Librarianship*, September 2007
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