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## Library Profile/ University of Tennessee at Knoxville

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# Library Profile

**The University of Tennessee at Knoxville**  
by **Judy Webster** (Head, Acquisitions and Processing)

Column Editor, **Barbara Dean** (Fairfax County Public Library)



## Institution Profile

The University of Tennessee Knoxville is the state's comprehensive institution for undergraduate, graduate and professional studies, research and public service. It was founded in 1794, and serves as the flagship university of the statewide, state-supported University of Tennessee System. The campus operates under a managed enrollment plan of approximately 25,000 students. Over 300 undergraduate, graduate, and professional degree programs are offered on the Knoxville campus.

## Library Profile

The UTK Library is a medium-sized research library of 1.75 million volumes and 925,180 cataloged titles housed in a large central library and six branches. (The Law Library is separately administered and funded through the College of Law.) Acquisition, cataloging, and processing functions are centralized for all library units. The online catalog, circulation, and acquisitions functions, called OLIS, operate on two Geac computers. The online catalog runs on a Geac 9000, and Acquisitions and Circulation operate on a separate machine, a Geac 8000.

Recently, the management by matrix team concept was introduced at the UTK Library. In the new structure, the major planning and decision-making body is the 12 member Management Group composed of the Dean, two associate deans and nine team leaders who represent acquisitions and processing, cataloging, circulation, networked services, library systems, reference services, and human resources (personnel). There are a total of 15 team leaders in the library, and they are empowered to make some decisions formerly reserved for associate deans. In our previous management structure, 16 department heads reported

to three associate deans for Public Services, Collection Development and Management, and Administrative Services. During the reorganization, Acquisitions, Serials, and Binding were combined into one management team under one team leader. Acquisitions is responsible for all ordering of library materials; serials maintains all standing orders in the online system, but checks in periodicals using Faxon's SC10 system; in addition to handling normal binding activities, the Binding unit is responsible for processing and marking new titles and for mending.

Another major change as a result of the reorganization is the creation of a team called Networked Services, currently composed of Interlibrary Services, Cooperative Information Services (resource sharing), Audiovisual Services, and Database Search Services (formerly a part of Reference). The role of this new team will be to provide access to sources of information that we do not own and to test and demonstrate new services, that if successful, will be integrated into the operational responsibilities of other teams.

## Collection Development

Selection of library materials at the UTK Libraries remains a shared responsibility among reference librarians and a few other librarians serving in various functions within the organization. The recent reorganization left this structure intact, but also created a unit called Collection Management where 2.5 FTE faculty and 2 FTE support staff will provide coordination and support for collection development activities in addition to selection for several subject areas. The search for a team leader for this unit is currently underway.

The library materials budget was \$2.8 million in fiscal year 1992, but

that figure represented a budget reduction of approximately \$400,000 from the previous year. In order to meet the requirements of the budget reduction, we cancelled \$200,000 worth of periodical subscriptions, cancelled two approval plans, and reduced firm orders. Fortunately, we have an additional \$200,000 available to us annually earned from the interest on our endowment. The prospects for fiscal year 1993 are improved with a materials budget increase to 3.4 million.

## Acquisitions and Processing

The Acquisitions and Processing Team consists of two faculty positions (one currently vacant that is to be advertised shortly) and approximately 32 FTE support staff and student assistants. The three units of Acquisitions, Binding, and Serials are each supervised by a high-level support staff manager.

Three approval plans provide the Libraries with currently published materials from the major U.S. and British publishers including university presses. These approval plans account for approximately 50% of the Libraries' monographic purchases annually. The remainder of the acquisitions come from selections contributed by both teaching faculty and library selectors who also serve as academic liaisons. Searching and verification activities are the responsibility of the acquisitions staff. Serials staff are responsible for centralized periodicals check in and for the maintenance of all standing orders for serials and periodicals. The Acquisitions Unit has been online with the Geac Acquisitions Module since July of 1988. The Serials Unit began their automation efforts in 1989 and in 1992 marked their first year of renewing all standing orders using the online system. The majority of periodical orders are consolidated with one vendor, while serial standing orders are maintained with several vendors. ☛