Report on OP. 1.1

OP. 1.1 Complete Phase 3 of the comprehensive collection analysis project utilizing the OCLC/WLN Conspectus database/software.

Summary
The CD Team has completed the Conspectus table with depth indicators (numerical values 0-5, used to describe a library's collecting activity levels and goals). The master table of the analysis can be viewed at http://lib.hku.hk/cd/policies/Classed%20Analysis.xls

The 3 different elements are: **collection goal** (what collection is needed based on information needs defined by the desired level of support for program/research needs); **acquisitions commitment** (level purchased based on fund allocation); and the **collection level** (shows intensity/ extensiveness of what is now on the shelf based on quantitative and qualitative data, language, format, age, peer comparison, etc.). Collection depth indicators are also assigned for ER, IR and CJK to give an overall picture of the collection. Subject Policy Statements were formulated for each HKU academic department. There is a link to each of these Subject Policies under the Collection Development Policy VIII http://lib.hku.hk/cd/policies/cdp.html#Sect8 describing each subject collection's coverage and areas of focus. There is also a hyperlink to the classed analysis with quantitative data and depth indicators within each Subject Policy Statement.

The master table of the analysis can be viewed at http://lib.hku.hk/cd/policies/Classed%20Analysis.xls

Purpose:

- Justify budget/ funding support
- See how well we meet CD goals in meeting needs
- Help with decisions on weeding, storage, and space
- Provide a record or subject statements on the state of the collection
- Next: Prepare library support statements for new program needs

Chronology of Actions
 (a series of meetings were held with the entire OP Team and with individual members to review the values assigned)

Fall 2003 to Summer 2004	**Collection Goal (GL) -** What kind of collection needed to support user needs? 1. Examined information needs • Information needs based on courses, programs, and research activities (documents reviewed included: HKU postgraduate/ undergraduate prospectus since 2001-5, Faculty Development Plan, and Academic Development Proposals for the Triennium 2001-4) • Know the faculty, students input on the desired level of support (BL/SL interview Departmental Library Representatives) • CD provided data on new degree programs recently implemented or proposed to be implemented within last 2/3 years. 2. Assign the appropriate depth indicator according to definitions on Vocabulary Table (App. 1) against the Conspectus divisions/categories of the assigned subjects.

Spring 2004 to March 2005	**Acquisitions commitment (AC) -** What collection level are we now able to buy based on fund allocation, and is it sufficient to meet the Goal Level previously determined?
	
	1. Examined acquisitions data (CD worked with BBS to provide an LC subject breakdown with % of orders for the last 2 years against their approval titles, which CD mapped to Dewey class).
	
	• How much and what was bought, i.e. % of publishing output
	   o For monographs, we used BBS approval database, which included all of the titles from all of the core commercial publishers and university presses, as benchmark. Its approval database was claimed to represent the "bulk" of publishing output for the last 2 years. Unless BBS was not the major vendor for a particular discipline, a different benchmark may be used or decision based on the informed judgment of the subject librarian.
	   o For periodical/e-journals, holdings of subscriptions based on lists from the serials rationalization exercise were consulted.
	   o For E-resources, Collection Level assigned by ER Librarian.
	
	2. Using the Conspectus Vocabulary table (see extracted portion below), compared and determined the Level of what we currently buy, taking into consideration the number/ variety of specialist monographs, specialized periodicals, and electronic resources. Guideline below was given to prescribe the Level to make the comparison more consistent in all subjects.

Format/ characteristic	0 Level	1 Level	2 Level	3 Level	4 Level	5 Level
General Monographs	None intentionally	Very limited	Limited	Extensive	Very extensive	Exhaustive collection
Specialist Monographs	None	None	None	Selected	Very extensive	Exhaustive collection
General Periodicals	None	None	Limited collection of representative general	Extensive	Very extensive	Exhaustive collection
Specialized Periodicals	None	None	None	Representative collection	Very extensive	Exhaustive collection
Electronic resources	None	No commercial	Limited commercial or selected free web	Broad access to commercial and web resources	Very extensive	Very extensive to exhaustive
Blackwell Publication Output %	0%	Less than 5%	Less than 20%	20-60%	60%-	100%

3. Once an overall Level was determined for all the formats (monographs, periodicals/e-journals, other e-resources), the appropriate level was assigned against the Conspectus divisions/categories of assigned subjects.

4. Where the AC level does not match the GL, SL/BL qualify in an explanatory note, e.g. which subject is inadequate and kind of resources (lacks specialized periodicals, or retrospective holdings, or resources for a new program).

Fall 2004 to April 2005	**Refined vocabulary used in the Conspectus to fit the HKU environment/ consultation** • Entire conspectus table was re-mapped by academic department for a simpler presentation to faculty. BL/SL were consulted on the cross-disciplinary subjects. Departmental conspectus table can be viewed at http://lib.hku.hk/cd/policies/cdp.html#Sect8 • Substitute obsolete subject headings with more commonly used form of headings where appropriate. • Move subjects under appropriate division/category where needed • Add appropriate SHs for missing aspects to cover emerging, new areas. • After revising vocabulary, SL/BL consulted faculty about the collection priorities, i.e. ask if they agree with the goal level and AC assigned in their specific areas.

Mar 2005 to June 2005	**Collection Level (CL) - Evaluating the existing collection** 1. Examined *Quantitative measures* from ACAS analysis and subsequent acquisitions data • Extent of collection size in numbers for each subject by format (serials, databases, AV, etc.) reference works, language materials, serials, etc. given in the collection analysis • Quantitative data from benchmark comparison, e.g. % match, how much unique materials, particularly specialist monographs, specialist periodicals, and electronic resources, etc. 2. Examined also *Qualitative measures* (rely on informed judgment of subject bibliographer and/or the faculty who are familiar with the collection and who have basic knowledge about guides to the literature and the universe of publication) • Age or imprint dates (older imprints data needed to determine CL and recent imprints data for AC). • How extensive is the collection of monographs, serials, e-resources, foreign language, reference works, etc. in each of the subjects, particularly specialist monographs, specialist periodicals, and electronic resources, etc. • Qualitative data derived from peer library comparison, e.g. review if materials lacking from our collection are relevant. o CD provided lists by subject breakdown of Missing titles (not owned) from the peer library comparison, with breakdown in 3 sheets (Y2000-3, retrospective titles up to 1999, and Serials titles) 3. Determined what level of support is the collection adequate (study or curricular or research) based on definitions on Vocabulary table. 4. If the Collection Level assigned does not correspond/ meet the Goal Level, qualify/ explain with notes. It may be due to historical reason, budget, or change of curriculum/ research emphasis why the Collection Level does not meet the expected GL.
May 2005 to July 2005	**Formulate individual subject policy summary statements for each department at HKU** • CD prepared a template modeled upon the subject statements in the CUL CD Policy. It is a more concise approach compared with the branch subject policies and does not require frequent updating. • Link has been made to each of the Subject Policies from Section VIII of the Collection Development Policy http://lib.hku.hk/cd/policies/cdp.html#Sect8, each describing the subject collection's coverage and areas of focus.

Findings

Master conspectus table showing depth indicators at Division / Category / Subject can be viewed at http://lib.hku.hk/cd/policies/Classed%20Analysis.xls (Document 1. Conspectus Table: Subject Divisions and Categories; Document 2. Conspectus Table : Faculties and Departments)

Conspectus Table : A summary by Subject division (Appendix 2)
Research Areas (Appendix 3)

Table 1 and 2 below show Divisions / Research areas where the collection level / acquisitions commitment do not meet the expected goal level (values assigned by SL/BL).

Table 1

Division	Goal Level	Acq. Comm.	Collection Level	
	General	General	General	ER
1. Anthropology	4	3	3	2
2. Art and architecture	4	3	3	2
3. Biological sciences	4	4	4	3
4. Business and economics	4	4	4	2
5. Chemistry	4	4	4	2
6. Computer science	4	4	4	3
7. Law	4	4	4	3
8. Medicine	4	3	3	3
9. Education	4	4	4	3
10. Engineering and technology	4	4	4	3
11. History and auxiliary sciences	3	3	3	2
12. Language, linguistics, and literature	4	4	3	3
13. Mathematics	4	4	4	3
14. Performing arts	3	1	1	2-3
15. Music	4	3	3	3
16. Philosophy and religion	4	4	3	2
17. Political science	4	4	4	2
18. Psychology	4	4	4	3
19. Physical sciences	4	3	4	3
20. Sociology	4	3	4	3

Table 2

Research Area	Subject	Goal Level	Acq. Comm.	Coll. Level
		General	General	General
Drug Discovery and Synthesis	Drugs (Materia Medica)	4	3	3
Infection and Immunology	Diseases	4	3	3
Cancer	Other Diseases	4	3	3
Public Health	Forensic Med/Incidence of Disease/Pblc Prevnty Med	4	3	2/3

Future directions

- The areas identified above suggest that more development, funding support and/or filling gaps are necessary to strengthen the collection. SL/BL may further examine and define what is needed to meet the collection goal.
- To ensure the adequacy of the collections to support new programs / specialized research areas, it is suggested that new programs / research be selectively reviewed by SL/BL as the need arises.

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Collection Development
Sept 9, 2005

Appendix 1 : Conspectus Vocabulary Table

Format / Characteristic	0 Level	1 Level	2 Level	3 Level	4 Level	5 Level
Academic goal level	None	High school	Community college	Thru beginning graduate	PhD research	Advanced researchers
Overall goal of collection	None	Minimal - different points of view	Introduce and define the subject	Support needs of all general readers	Supports doctoral and advanced research	Exhaustive coverage
General Monographs	None intentionally	Very limited	Limited	Extensive	Very extensive	Exhaustive collection
Specialist Monographs	None	None	None	Selected	Very extensive	Exhaustive collection
General Periodicals	None	None	Limited collection of representative general	Extensive	Very extensive	Exhaustive collection
Specialized Periodicals	None	None	None	Representative collection	Very extensive	Exhaustive collection
Reference works	None intentionally	Minimal	Limited - guides to literature	Extensive	Very extensive	Exhaustive collection
Electronic resources	None	No commercial	Limited - commercial or selected free web	Broad access to commercial and web resources	Very extensive	Very extensive to exhaustive
Manuscripts	None	None	None	None	Minimal	Very extensive
Language(s) Coverage	Not relevant	English Chinese	English Chinese	E & C and other appropriate	Extensive appropriate	Relevant and non relevant
Author collections	None	Very basic	Limited collections of most important	Extensive collections of well-known and selections of lesser known	Extensive collections of well and lesser known	Exhaustive collection
Preservation level likely	None	Retained for useful life then discarded	Some cleaning and mending	Intellectual content retained	Original formats retained/ conserved	Original formats retained/ conserved
Percent of new books in universe of publication	Zero	3%	5-10%	15-25%	25-75%	75-100% has great rarities

Appendix 2 : Conspectus Table : A summary by subject divisions

Line No.	Description	ACAS as at June 02 data				Matching Titles Total no.	Peer comparison		Missing %	Unique Titles	Goal Level		Acq. Comm.		Collection Level			
		All formats	Books and others	Serials	Comp. Files		Matching Titles Total %	Missing Titles no.			Gen.	CJK	Gen.	CJK	Gen.	CJK	ER	IR
AGD0000	Agriculture	8680	8262	259	159	2,066	14.4%	12,307	85.6%	6,727	3	2	3	2	3	2	3	
AND0000	Anthropology	8178	7987	122	69	4942	22.59%	16935	77.41%	3073	4	2	3	2	3	2	2	
ARD0000	Art and architecture	34858	33613	938	307	15807	18.16%	71252	81.84%	19295	4	3	3	3	3	3	2	3
BID0000	Biological sciences	25259	23317	1279	663	11368	31.05%	25246	68.95%	13800	4	2	4	2	4	2	3	3
BUD0000	Business and economics	98418	90777	5407	2234	40909	24.55%	125718	75.45%	56251	4	3	4	3	4	3	2	3
CHD0000	Chemistry	8700	7871	522	307	5190	37.10%	8798	62.90%	3275	4	1	4	1	4	1	2	3
CSD0000	Computer science	22341	20424	528	1389	9339	63.51%	5365	36.49%	11933	4	1	4	1	4	1	3	3
DLA0000	Law	35189	27982	6735	472	6878	25.39%	20212	74.61%	28047	4	3	4	3	4	3	3	3
DLS0000	Library science, generalities and reference	23192	20830	1904	458	10622	13.79%	66393	86.21%	14060	3	2	3	2	3	2	3	
DME0000	Medicine	75769	69622	4552	1595	15548	35.32%	28471	64.68%	56672	4	3	3	2	3	2	3	3
DPH0000	Physical education and recreation	4403	4216	83	104	533	14.98%	3025	85.02%	3861	3	1	3	1	3	1	3-4	
EDD0000	Education	34817	32788	1515	514	12148	27.43%	32141	72.57%	21886	4	3	4	2	4	2	3	3
END0000	Engineering and technology	59039	52829	2541	3669	17661	29.22%	42779	70.78%	40413	4	1	4	1	4	1	3	3
GED0000	Geography and earth sciences	22394	21245	696	453	9631	19.12%	40734	80.88%	12612	3	2	3	2	3	2	3	3
HID0000	History and auxiliary sciences	50069	47168	904	1997	36042	13.82%	224830	86.18%	21739	3	3	3	3	3	3	2	3
LAD0000	Language, linguistics, and literature	148795	135571	2071	11153	73686	16.62%	369545	83.38%	60267	4	4	4	4	3	4	3	3
MAD0000	Mathematics	24581	23713	528	340	15185	56.60%	11642	43.40%	8774	4	1	4	1	4	1	3	3
MUD0000	Music	25208	24863	246	99	5717	16.95%	28012	83.05%	18834	4	3	3	2	3	2	3	3
PED0000	Performing arts	6775	6625	114	36	3083	17.77%	14267	82.23%	3390	3	1	1	1	1	1	2-3	
PHD0000	Philosophy and religion	27139	25343	505	1291	23364	16.99%	114114	83.01%	10424	4	3	4	2	3	2	2	3
POD0000	Political science	31161	30007	838	316	17362	22.82%	58716	77.18%	12534	4	3	4	2	4	2	2	3
PSD0000	Psychology	13907	13310	427	170	7494	38.54%	11952	61.46%	5675	4	1	4	1	4	1	3	3
PUD0000	Physical sciences	17586	16268	874	444	10678	22.91%	35938	77.09%	7263	4	1	4	1	4	1	3	3
SOD0000	Sociology	63548	61088	1713	747	30712	32.59%	63537	67.41%	31430	4	2	3	2	4	2	3	3
	Total :	870006	805719	35301	28986	385965	21.2%	1431929	78.8%	472235								

Appendix 3 : Research Areas

Research Area	Conspectus Category / Line			Goal Level		Acq. Comm.		Collection Level			
	Line No.	Dewey #	Description	Gen.	CJK	Gen.	CJK	Gen.	CJK	ER	IR
Biotechnology and Drug Development											
- Biotechnology	END0212	660.6	Biotechnology [subj under END0210 Chem Engg & Related Tech.]	4		4		4			
- Genomics, Proteomics and Bio-informatics	BID0062.1	572.8	Biochemical Genetics [subj under BID0056.1 Biochemistry]	4		4		4			
- Drug Discovery and Synthesis	DME0061	615.1	Drugs (Materia Medica) [subj under DME0060 Pharamacology & Therapeutics]	4		3		3			
- Biomedical Engineering	DME0012	610.2	Miscellany [subj under DME0010 Medical Sci, General]	3		3		3			
Built and Natural Environments											
- Environmental System	SOD0127	363.7	Environmental Problems & Services [subj. under SOD0120 Other Social Problems & Services]	3		3		3			
- Sustainable Cities	SOD0083	307.7	Specific Kinds of Communities [subj under SOD0080 Communities]	4		4		4			
	SOD0080.1	307.1	Planning & Development [subj under SOD0080 Communities]	4		4		4			
China Studies											
- Comparative Studies of Culture & Society	SOD0020	301	Sociology & Anthropology	4		4		4			
- Business and Law	DLA0073	346.5	Asia, Orient, Far East [subj under DLA0070 Private Law]	3		3		3			
	DLA0102	349.5	Asia, Orient, Far East [subj under DLA0100 Law of Specific Jurisdictions & Areas]	3 / 4		2-4		3-4			
- Reform and Development	HID0150	951	China & Adjacent Area	4		4		4			3
	BUD0179	338.9	Economic Development & Growth [subj under BUD0170 Production]	3		4		4			
Communications											
- Languages, Media and Communication - Comparative Education	BUD0230	384	Communications, Telecommunication	3		3		3			
	PSD0035	153.6	Communication [subj under PSD0030 Conscious Mental Processes & Intelligence]	4		4		4			
	SOD0031	302.2	Communication [subj under SOD0030 Social Interaction]	4		4		4			
Computational Science and Technology											
- Computational Physics and Numerical Methods - Information Technology	CSD0005	003	Systems	4		4		4			
	CSD0010	004	Data Processing, Computer Science	4		4		4			
	CSD0020	005	Computer Programming, Programs, Data	4		4		4			
	CSD0030	006	Special Computer Methods	4		4		4			
	CSD0040	621.39	Computers	4		4		4			

Appendix 3 : Research Areas (cont'd)

Human Health and development										
- Infection and Immunology	DME0070	616	Diseases [subj under DME0070 Diseases]	4	3	3				
- Cancer	DME0079	616.9	Other Diseases [subj under DME0070 Diseases]	4	3	3				
- Health Ageing	SOD0116	362.6	Problems of/Services to Persons in Late Adulthood [subj under SOD0110 Social Walfare Problems & Services]	4	4	4				
- Public Health	DME0050	614	Forensic Med/Incidence of Disease/Pblc Prevntv Med [subj under DME0050 Forensic Medicine]	4	3	2/3				
	DME0052	614.4	Incidence of & Public Measures to Prevent Disease [subj under DME0050 Forensic Medicine]	3	3	2/3				
	DME0053	614.5	Incid/Publ Meas to Prevent Spec Kinds of Diseases [subj under DME0050 Forensic Medicine]	3	3	2/3				
- Mircobiology	BID0090.2	576	Genetics and Evolution	4	4	4				
	BID0104.3	579	Microorganisms, Fungi, Algae	4	4	4				
- Development and Reproduction										
Nanoscience and Nanotechnology										
- Nano-biotechnology	END0024.1	620.5	Nanotechnology [subj under END0020 Engg. & Alied Operations]	4	4	4				
	END0212	660.6	Biotechnology [subj under END0210 Chem Engg & Related Tech.]	4	4	4				
- Organic Optoelectronics	END0033	621.30-621.38	Electr/Electron/Magnet/Communic/Cmptr Engin/Lightg [subj under END0030 Applied Physics]	4	4	4				
Public Law and Public Policy										
- Social and Public Policy	EDD0100	379	Public Policy Issues in Education	4	4	4				
	POD0015.1	320.6	Policy Making [subj under POD0010 Political Sci (Politics & Govt.]	4	4	4				
	SOD0105	361.6	Government Action [subj under SOD0100 Soc prob & Soc Welf. in Gen.]	4	4	4				
- Constitutional, Corporate and Financial Law	DLA0040	343	Milit./Def./Pub.Prop./Pub.Fin./Tax/Trad/Indust.Law	3	3	3				