Table 1. The Transition from Print to Electronic Journals: Changes in Staffing and Other Costs

Department	Activity	Electronic Format	Print Format	Net Impact
Infrastructure/ Systems & Space	❑ campus network	▭ completely upgraded last 2 years	--	↑ increased capital costs
	❑ computer hardware (servers and workstations)	▭ 100% replacement/upgrade of library computers	--	↑ increased equipment costs
	❑ computer systems maintenance	▭ installing software, imaging (1.0 FTE)	--	↑ increased staffing
	❑ hardware, software maintenance	▭ service contracts	--	↑ increased costs
	❑ setting up access	▭ new activity, requires troubleshooting	--	↑ increased staffing
	❑ software purchase & development	▭ new activity to manage more complex process	--	↑ increased staffing
	❑ printing	▭ increased activity	--	↑ increased costs & revenue
	❑ space utilization	▭ content stored remotely	▭ fewer items added/extensive collection weeding	↓ reduced space needs
Administration/ Management	❑ negotiating contracts	▭ new activity	--	↑ increased staffing
	❑ managing the change	▭ closer oversight required	--	↑ increased staffing
	❑ attention to decisions	▭ increased number of variables	--	↑ increased staffing
	❑ budgeting	▭ greatly increased tracking and planning time	--	↑ increased staffing
	❑ subscription fees	▭ titles added	▭ titles reduced	↑ increased costs
Technical Services	❑ print journal check-in	--	▭ fewer items to check-in	↓ reduced staffing
	❑ acquisitions	▭ requires higher skill level	▭ fewer items to purchase	↑ increased staffing
	❑ claiming	▭ URL maintenance	▭ fewer items to claim	? net impact unclear
	❑ bindery staffing effort and fees	--	▭ fewer items; costs down	↓ reduced staffing & costs
	❑ cataloging new items	▭ significant increase in # of items	▭ significant decrease in # of items	↑ increased staffing
	❑ OCLC transactions	▭ increased OCLC charges	▭ decreased OCLC charges	↑ increased costs
	❑ catalog/e-journal list maintenance	▭ significant level of new effort	▭ expect decrease over time	↑ increased staffing
Circulation/ Access	❑ re-shelving	--	▭ fewer items to shelve	↓ reduced staffing
	❑ collecting use data	▭ complex, requires higher skill level to organize	▭ fewer items to count, takes less effort	↑ increased staffing
	❑ stack maintenance	--	▭ fewer items out of place	↓ reduced staffing
	❑ user photocopying	--	▭ fewer copies made; down 20%	↓ reduced use & revenue
Reserve	❑ article file maintenance	--	▭ fewer articles on reserve	↓ reduced staffing
	❑ article checkout	--	▭ fewer items checked out	↓ reduced staffing
	❑ maintaining e-reserves	▭ requires equipment/ higher skill level	--	↑ increased staffing
Document Delivery	❑ faculty copy service	▭ copies from e-journals	▭ copies from print journals	? net impact unclear
	❑ interlibrary loan - borrowing	--	▭ slight decline in activity	↓ reduced vendor charges
	❑ interlibrary loan - borrowing	--	▭ slight decline in fees	▭ all services expected to decline
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Information Services	❑ reference at desk	▭ fewer but some longer transactions	▭ fewer transactions; down 15%	? net impact unclear
	❑ instruction/promotion	▭ increased need	--	▭ expect increase
	❑ preparing documentation	▭ increased number of items	▭ greater level of review	↑ increased staffing
	❑ journal selection	▭ more detailed evaluation process		↑ increased staffing