Off-site Shelving Strategies

ARIZONA STATE UNIVERSITY

General Guidelines for Identifying Items for Storage

General Guidelines for Identifying Items for Storage 18 May 2007

These guidelines are not intended to be discipline-specific, but are to be interpreted as general rules for the automatic removal of materials to the Remote Storage facility. There may be exceptions to these guidelines depending on discipline.

- JSTOR titles: Print copies of titles included in JSTOR packages should be removed with respect to the moving wall in JSTOR.
- 2. Print/digital journal overlap: If the electronic version of a journal is available, the print should be removed.
- 3. ASU Theses and Dissertations: with the purchase of the ProQuest Dissertations and Theses Full-Text, the print copies of these should be removed.
- 4. If there is a current edition for a monograph that supersedes previous editions held, the previous editions should be removed.

Discipline-specific decisions must be made by subject liaisons. Here are some ideas of things to be taken into consideration when evaluating materials for storage (revised from other policies):

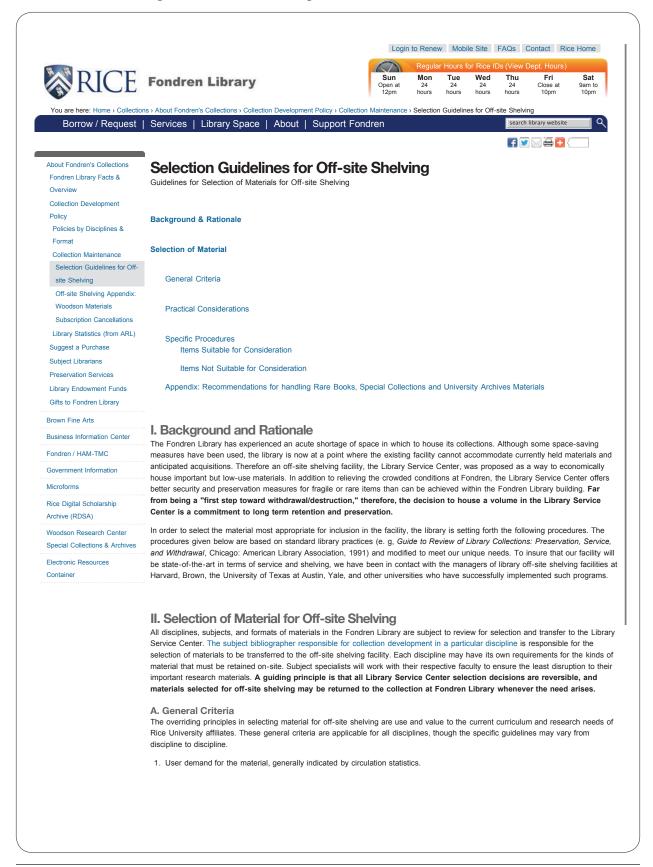
A. Periodicals and electronic resources may be sent to Remote Storage when:

- The library has only fragments of a title which do not justify the cost of filling out the run with an alternative format.
- A title has not been currently subscribed to for more than ten years and its value is unapparent.
- A title has not been currently subscribed to for at least five years and the related programs have been discontinued.
- B. Due to space limitations and in the interest of keeping the materials most relevant to the support of the ASU curricula and research needs readily available, materials not supporting current ASU curricula or that are less in demand due to age or topic are moved to remote storage at the discretion of the collection librarian or library liaison.

RICE UNIVERSITY

Selection Guidelines for Off-site Shelving

https://library.rice.edu/collections/about-fondrens-collections/collection-development/collection-maintenance/guidelines-off-site-shelving



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- 2. Number of copies needed
- 3. User interest and need for superseded or revised texts
- 4. Value of variant editions.
- 5. Level of interest in current or retrospective materials
- 6. Artifactual value of the material
- 7. Reference value (i.e., is this something that would normally be used in place for a short period?)
- 8. Physical condition of the material (in consideration with preservation, placement, reformatting options, or possible withdrawal).
- 9. Availability of the material elsewhere. (Is it available in microform? Is there a digital version?)

B. Practical Considerations

Selection and processing of material for off-site shelving are labor-intensive operations that take a considerable amount of time to complete. Initially, therefore, the librarians will strive to identify groups of low-use collections or materials for transfer. No medium (e.g., flat files, microforms, archival boxes, etc.) is exempt from consideration. Usage will be determined by statistics from both the online circulation system and from books reshelved after use within the building.

C. Specific Procedures

Selection for off-site shelving will be an ongoing process. Consequently, these procedures will not suffice for every situation that may arise. In such instances, the professional librarians will employ their judgment, based on experience and knowledge.

Materials Suitable for Consideration for Selection and Transfer:

- 1. Out-of-date materials.
- 2. Print runs of serial titles which have ceased publication or been cancelled by Rice.
- 3. Print runs of serial titles duplicated electronically.
- Print runs of serial titles: Science and technology periodicals, more than 20 years old; Social and behavioral science periodicals, more than 30 years old; Humanities (including History), more than 40 years old.
- Variant editions, regardless of date, unless a minimum number of copies are needed to meet user demand or they have compelling research value.
- 6. Annuals and continuations of a reference nature other than the most current year, unless otherwise warranted.
- 7. Monographic sets or monographic series (analyzed or not analyzed), with the provision of #2 below
- 8. Monographic titles with copyright dates consistent with those of the periodicals listed above (#4), which have not circulated within the last 6 years.
- 9. Multi-volume sets that are bibliographic in nature.
- 10. Microform titles duplicated in electronic format. Books with special features (e.g., maps or plates), or those whose condition may benefit from the environment and security of the Library Service Center.
- 11. Rare materials not suited to the Woodson Research Center Collection but which may benefit from the environment and security of the facility.
- 12. Films, audio recordings, disks, tapes, CD-ROMs, and other formats for which no playing equipment exists.

Items Not Suitable for Selection or Transfer:

- 1. Cumulative indexes to specific periodical titles, regardless of where the serial is housed.
- Individual volumes of multi-volume sets; neither complete nor incomplete multi-volume sets shall be split between Fondren and Library Service Center.
- 3. Fragile material needing extensive conservation efforts (unless or until repaired)
- 4. Most current edition of reference works, directories, yearbooks, encyclopedias, etc.
- 5. Materials requested by teaching faculty for retention in Fondren.
- 6. Current acquisitions, regardless of date of publication
- 7. Items not represented in the online catalog.

Physical Address: 6100 Main Street, Houston, Texas 77005

Mailing Address: MS-44, P.O. Box 1892, Houston, Texas 77251-1892

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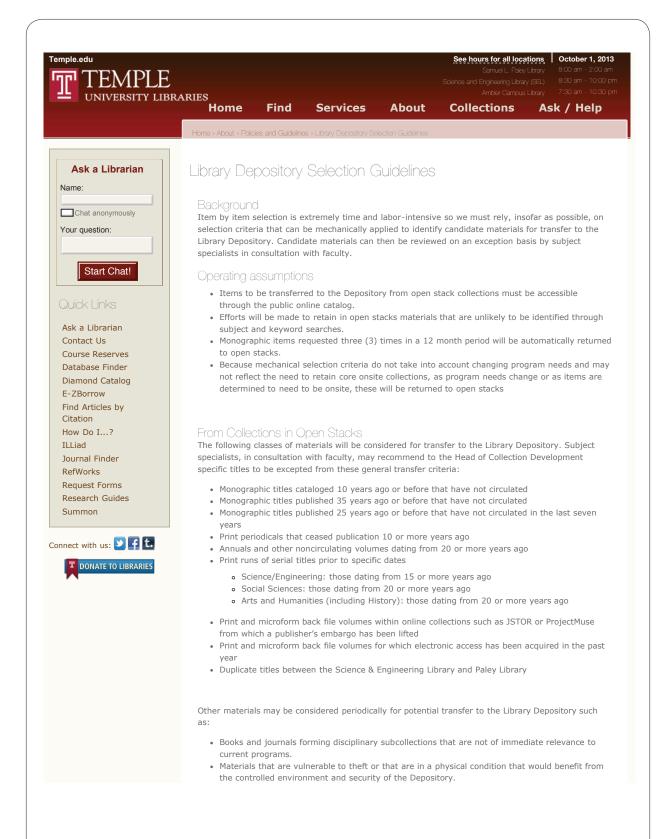
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TEMPLE UNIVERSITY

Library Depository Selection Guidelines

http://library.temple.edu/about/policies/library-depository-selection



TEMPLE UNIVERSITY

Library Depository Selection Guidelines http://library.temple.edu/about/policies/library-depository-selection

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From Special Collections in Closed Stacks Manuscript and archival collections as well as selected printed materials from the Libraries' various "special collections" departments and units including Urban Archives, Rare Books & Manuscripts, Conwellana- Templana, and Contemporary Culture Collection have also been designated for the Library Depository. Selections are determined collection by collection, item by item as necessary, using the following criteria: • size of collection, • preservation requirements, • amount of use, • processing status, • physical condition • security concerns.
Policy history: Adopted November 2006 Dean of Libraries.
Comments or questions concerning this page should be directed to the Senior Associate University Librarian.
last reviewed 25 June 2013 by Jonathan LeBreton
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