

Off-site Shelving Strategies

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.


1. 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.




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Selection Guidelines for Off-site Shelving

Guidelines for Selection of Materials for Off-site Shelving

Background & Rationale

Selection of Material

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I. Background and Rationale

The Fondren Library has experienced an acute shortage of space in which to house its collections. Although some space-saving measures have been used, the library is now at a point where the existing facility cannot accommodate currently held materials and anticipated acquisitions. Therefore an off-site shelving facility, the Library Service Center, was proposed as a way to economically house important but low-use materials. In addition to relieving the crowded conditions at Fondren, the Library Service Center offers better security and preservation measures for fragile or rare items than can be achieved within the Fondren Library building. **Far from being a "first step toward withdrawal/destruction," therefore, the decision to house a volume in the Library Service Center is a commitment to long term retention and preservation.**

In order to select the material most appropriate for inclusion in the facility, the library is setting forth the following procedures. The procedures given below are based on standard library practices (e. g., *Guide to Review of Library Collections: Preservation, Service, and Withdrawal*, Chicago: American Library Association, 1991) and modified to meet our unique needs. To insure that our facility will be state-of-the-art in terms of service and shelving, we have been in contact with the managers of library off-site shelving facilities at Harvard, Brown, the University of Texas at Austin, Yale, and other universities who have successfully implemented such programs.

II. Selection of Material for Off-site Shelving

All disciplines, subjects, and formats of materials in the Fondren Library are subject to review for selection and transfer to the Library Service Center. [The subject bibliographer responsible for collection development in a particular discipline](#) is responsible for the selection of materials to be transferred to the off-site shelving facility. Each discipline may have its own requirements for the kinds of material that must be retained on-site. Subject specialists will work with their respective faculty to ensure the least disruption to their important research materials. **A guiding principle is that all Library Service Center selection decisions are reversible, and materials selected for off-site shelving may be returned to the collection at Fondren Library whenever the need arises.**

A. General Criteria

The overriding principles in selecting material for off-site shelving are use and value to the current curriculum and research needs of Rice University affiliates. These general criteria are applicable for all disciplines, though the specific guidelines may vary from discipline to discipline.

1. User demand for the material, generally indicated by circulation statistics.

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 reshelfed 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.
4. 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.
5. 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.
2. 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.

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Library Depository Selection Guidelines

Background

Item by item selection is extremely time and labor-intensive so we must rely, insofar as possible, on selection criteria that can be mechanically applied to identify candidate materials for transfer to the Library Depository. Candidate materials can then be reviewed on an exception basis by subject specialists in consultation with faculty.

Operating assumptions

- Items to be transferred to the Depository from open stack collections must be accessible through the public online catalog.
- Efforts will be made to retain in open stacks materials that are unlikely to be identified through subject and keyword searches.
- Monographic items requested three (3) times in a 12 month period will be automatically returned to open stacks.
- Because mechanical selection criteria do not take into account changing program needs and may not reflect the need to retain core onsite collections, as program needs change or as items are determined to need to be onsite, these will be returned to open stacks

From Collections in Open Stacks

The following classes of materials will be considered for transfer to the Library Depository. Subject specialists, in consultation with faculty, may recommend to the Head of Collection Development specific titles to be excepted from these general transfer criteria:

- Monographic titles cataloged 10 years ago or before that have not circulated
- Monographic titles published 35 years ago or before that have not circulated
- Monographic titles published 25 years ago or before that have not circulated in the last seven years
- Print periodicals that ceased publication 10 or more years ago
- Annuals and other noncirculating volumes dating from 20 or more years ago
- Print runs of serial titles prior to specific dates
 - Science/Engineering: those dating from 15 or more years ago
 - Social Sciences: those dating from 20 or more years ago
 - Arts and Humanities (including History): those dating from 20 or more years ago
- Print and microform back file volumes within online collections such as JSTOR or ProjectMUSE from which a publisher's embargo has been lifted
- Print and microform back file volumes for which electronic access has been acquired in the past year
- Duplicate titles between the Science & Engineering Library and Paley Library

Other materials may be considered periodically for potential transfer to the Library Depository such as:

- Books and journals forming disciplinary subcollections that are not of immediate relevance to current programs.
- Materials that are vulnerable to theft or that are in a physical condition that would benefit from the controlled environment and security of the Depository.

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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