

FAQs



University's Library Annex Frequently Asked Questions

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1. What is the Annex?

The annex is an off site facility that is currently used to house around 275,000 books and around 15,000 microfilm. The interior is climate controlled with temperature and humidity regulation in order to provide the best environment for these items.

2. Can I go to the Annex?

The Annex is a closed facility and is not open to the public. If there is a large number of items needed we are equipped to set up a book cart for you at Gorgas Library (note: these types of request often take longer than normal to fill—see Question #8) However, if there is a serious research need that warrants a visit and that we cannot accommodate at Gorgas then arrangements can be made for you to visit the Annex.

3. Is there a staff member at the Annex all day?

There is not a Staff Member at the Annex for the entire day. The Annex Supervisor's office is located at Gorgas Library and the day is spent divided between the two locations.

4. What types of books are at the Annex?

There are several qualifications that can get a book sent to the Annex. Most items are books that have not circulated in some time, but there are a few items that are there for preservation purposes. Also, several Journal series that are now available electronically have been moved.

5. How can I get books from the Annex?

All items are available by request through the Libraries' web site. It is on the menu used to select Holds or Recalls for the particular item.

6. How many books can I request from the Annex?

Undergraduates can have 5 (five) active requests. Graduates can have 10. Faculty can have 25 active requests. As soon as a request is filled more items can be requested.

7. Why is there a limit?

We do this for several reasons. The primary reason is the space constraints we have at the circulation desk which is also home for Interlibrary Loan, holds, recalls, and reserve items. Also we limit the requests because often there are several people in a class asking for the same items. This limits someone from claiming all items that others might need. It is, however still on a first come first serve basis.

8. How soon will I get my requests?

All items requested before 10:00 am will be received by 1:00 pm that same day. All items requested before 1:00 pm will be received by 4:00 pm the same day. Any items requested after 1:00 pm will be available by 1:00 pm the following business day. The annex does not operate on the weekend or on official university holidays. All items request during these times will be filled the following business day. Note: These are the general rules we try to live by, however there are rare occasions when items will be delayed.

9. Will someone contact me when my request is available?

An email (for Graduates and Undergraduates) is automatically generated when the item is placed on Hold. A printed letter is generated for Faculty and mailed the next business day.

10. What happens if there is a problem with my request?

Generally, due to amount of requests we receive, you will be notified through your Bamamail email account if there is a problem. If there is no valid email address, we will make every effort to contact you via the telephone. If we are unable to at least leave a message and you have other requests that we were able to fill we will attach a notice to those items detailing the problems with your other request.

11. What type of problems am I likely to run into with my requests?

This is no easy question to pin point. However, there are several categories in which most unfilled requests fall. Many requests are for items that are too current to be housed at the Annex. A general rule of thumb to be aware of is that most periodicals that are at the Annex are from 1960 and prior (with the exception of the Science and Engineering series which are up to 1980). We also have several items that are currently in storage at either Gorgas Library or Farrah Hall. These items will eventually be moved to the Annex, but for now you will need to go to the Gorgas Library Circulation desk and the Science and Engineering Library respectively in order to retrieve these items. Also, be certain you are aware that for every individual request you make you will need to specify the pick up location. For now the system defaults to Gorgas Library. Be careful that you change it if that is not where you wish the item to go. We have no way of knowing what you intended and will have to deliver it as stated.

12. How can I tell what is available from the Annex?

The best way to identify items that are in the annex is through the Libraries' catalog. There is a portion under each location labeled 'Library Has:' This will tell you what is currently available from either the Annex or the original library the items were moved from. An Example:

Database: University of Alabama Libraries

Location: Annex (use Holds/Recalls/Requests button for retrieval)

Call Number: **AP2 .N2**

Copy number: 2

Number of Items: 1

Status: Not Checked out

Library Has: **v.123**

13. I'm not sure what I need. Can you help?

The best places to find information about any given subject are the Information Desks, which are located in each of the branch libraries. The extremely helpful individuals in these

departments can help you to find suitable items for your research and can also help you in making the requests. If you are still unsure or the Information Desk is unavailable for you (i.e. after the library is closed, or if you are off campus), but at least know the series the item you need is in you can still place a request. There is an option when placing a request that allows you to enter your own information, and there is also a comment section for you to add any additional information you might have (note: these spaces have a limited number of characters (79 for the comment section) that can be entered and anything past that will not be printed on the request). If we cannot fill the request or need more information we will attempt to contact you.

14. How can I talk to someone at the Annex?

The best way to talk to some one at the annex is via email. This method gives us something with concrete information to go by as well a record of the conversation. Email: **Ryan McIver**. If you do not have access to the internet then the Annex can be reached by phone at 348-3910 (Gorgas Library: with voice mail) and at 348-3669 (Annex)



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Q. What is the Libraries Annex?

- The Libraries Annex, approximately 16,000 square feet in size, is specially constructed to house up to 1.5 million volumes of low-use materials.

Q. Where is the Libraries Annex located?

- The Annex is located close to both UB campuses, on Rensch Road across Sweet Home Road from UB's North Campus. Savarino Construction Service oversaw the construction.

Q. Why does UB need the Libraries Annex?

- The UB Libraries have exceeded shelving and space capacity on the academic spine. Our on-campus Libraries have room for 72 miles of shelving, but we own 75 miles of materials, over 3.5 million volumes.
- Our ongoing book and journal purchases require an additional 1.5-2.0 miles of new shelving each year.
- Print materials must continue to be preserved since experts estimate that only 1% of presently published materials will ever be converted to digital format.

Q. Are off-site library annexes cost effective?

- Yale University calculates off-site storage costs as less than 10% of the expense of traditional, on-campus library buildings.
- Traditional library shelving has a capacity of 75,000 volumes in 10,000 square feet of space. Up to 1.5 million volumes can be placed in the same space using high-density storage methods.

Q. What is the timetable for the Libraries Annex?

- Construction was completed in late Spring 2006. Materials began to be transferred in early summer 2006. A grand opening will be held in November 2006.

Q. What materials will be moved to the Annex, and how are they selected?

- Older books and journals that are used infrequently are under consideration for transfer.
- The selection criteria used in deciding which materials to move out of the campus libraries varies depending upon the needs of the academic disciplines.
- Decisions to transfer materials include consultation with faculty. The Libraries Annex is considered a dynamic collection, which means that volumes may be returned to campus libraries if increased use is evident.

Q. How are materials in the Libraries Annex requested and delivered?

- Requests for materials located in the Annex may be submitted at any time using an online request form available via the UB Libraries' website.
- Books are retrieved by Annex staff, and charged out on the same basis as other circulating library materials.
- In most cases, individual journal articles are transmitted electronically to the requestor's workstation, often within 1 business day. Books are delivered to a campus library or department office within 1 business day.

Q. Is there on-site access for researchers?

- The Libraries Annex has a reading room for on-site use of library materials. This space accommodates users who need access to long runs of journals or large numbers of books.
- Virtual browsing is possible via the Libraries online catalog.

Q. Are there examples of successful library off-site facilities?

- Many large university libraries, faced with the challenge of maintaining strong print collections, while providing access to an expanding array of electronic resources, utilize off-site facilities to help solve their storage problems.
- 85%-90% of institutions in the Association of Research Libraries have ongoing off-site annex initiatives.
- The websites listed below provide additional information on library annex facilities:

Harvard University

<http://hul.harvard.edu/hd/>

Cornell University

<http://www.library.cornell.edu/newannex/>

University of California Northern Regional Library Facility

<http://www.lib.berkeley.edu/NRLF/>

University of Colorado

<http://uclibraries.colorado.edu/about/pascal.htm>



Archives and Research Collections Centre

Home of Western Archives

Western Archives - Frequently asked questions

General Information about Western Archives

The ARCC Facility

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Donations and Transfers

[Donation of Personal Papers of Individual Faculty Members](#)

University Records

Archival Material

Where is the [ARCC](#) facility located?

Western Archives is located in the Archives and Research Collections Centre (ARCC) which is adjacent to The D. B. Weldon Library. Although much of the facility is accessible only to staff, Western Archives has a public Reading Room that is accessible from the reference hall of The D. B. Weldon Library.

The public reading room is used to consult material from the Talman Regional Collection, The Benson Special Collection and Western Archives. Low and medium use library materials are requested through the Shared Library Catalogue and sent to a pick up location specified by the requestor. In addition to its extensive collection resources, the Reading Room includes wireless capability, a [microform reader printer](#), a [photocopier](#) and access to the [Shared Library Catalogue](#) via a PC and a SunRay.

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Where can I park?

Visitor parking is available nearby. Click [here](#) for more information.

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How do I arrange a tour of the ARCC facility?

Individual or group tours can be arranged by telephoning 519 661-2111 ex.81111 or emailing [Western Archives](#).

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Do I need an appointment to use the archival materials stored in the ARCC facility?

An appointment is not required however the majority of items will need to be retrieved from the high density module (closed stacks). Click [here](#) to read about our Reading Room retrieval schedule. You may either call ahead 519 661-2111 x 81111, or email [Western Archives](#) to request items in advance of your visit.

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Can I borrow materials from the ARCC facility?

The ARCC facility holds many types of materials including regional historical material, archival material and low and medium use books transferred from the 6 Western Libraries. The low and medium use material is composed of serials and monographs which circulate out of the ARCC on request. All other material is used within the ARCC facility. For more detail, please read on.

- **Archival material** is non-circulating and therefore may not be borrowed but may be used in the Reading Room. [Click for more information](#)
- **Low and medium use books** stored in the ARCC and the RDL are requested through the [Shared Library Catalogue](#) and delivered to pick up locations in Western Libraries. To make a request from the catalogue, you must have a valid University ID. [Click for more information.](#)

Articles from serials, stored in the ARCC and RDL facilities, may be requested via [Electronic Document Delivery](#). A PDF version of the article is delivered to your computer desktop. The service is accessed from the serial record in the Shared Library Catalogue. [Click for more information.](#)

Access to low and medium use materials for non - Western visitors - ARCC or RDL materials, which have the catalogue locations codes listed below, can be requested by any non-Western person for use within the library, through the assistance of staff at the circulation desks of the 6 Western Libraries.

- o **ARCC Delivery LOAN**
- o **ARCC Delivery LIB USE ONLY**
- o **RDL Delivery LOAN**
- o **RDL Delivery LIB USE ONLY**

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What should I expect during my visit to the Reading Room?

- Upon entry, you will be given instruction in the use and handling of collection material.
- No food or drink is allowed in the Reading Room.
- You will be expected to sign in the guest book.
- You will have to put any bags/knapsacks in a locker at the front of the room.
- Archival and manuscript holdings are held in closed stacks and are retrieved by [staff three times](#) daily.
- Material is non circulating and cannot leave the room.
- Selected materials are available via [inter-library loan](#).
- Book and Periodical holdings are available in the [Shared Library Catalogue](#).
- Research by staff for family history and genealogy is not available.
- Self-serve materials can be found in the Reading Room and include books and periodicals, atlases, and London City Directories.
- Notify staff when finished using materials and leave materials on the desks for staff to re-shelve. If returning to use the materials, inform the reference desk staff to ensure that it is left out for you.
- You cannot use pens, markers or highlighters while working in the room - pencils only.
- No marks of any kinds may be added to or erased from research materials. Do not rest on, write over or trace any materials. Careless patrons may have materials withdrawn or withheld.
- For books, turn the pages with care - try to touch only in the margins. If you wish to have photocopies made of materials, please consult staff.
- The exact order and arrangement of materials must be maintained. If any mistake is discovered, report it to a staff member. Do not re-arrange materials yourself.

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Why does Western Archives have so many rules?

Materials in Western Archives are available for persons doing serious research. Many of the materials are unique and valuable. If lost or damaged, they could not be easily replaced. The rules are designed to ensure the preservation of the materials.

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What do the location/ loan period codes in the Shared Library Catalogue mean?

10 location codes are associated with the ARCC and RDL in the Shared Library Catalogue.

ARCC Delivery LOAN	Location codes for low and medium use library materials stored in the high density module. These items are retrieved through the Shared Library Catalogue for delivery to pick up locations throughout Western Libraries. Materials with these descriptions may not be requested through the Reading Room. To access these items, press the "Request Item" button in the catalogue and enter name, University ID and pick up location. Get more information.
ARCC Delivery LIB USE ONLY	
RDL Delivery LOAN	
RDL Delivery LIB USE ONLY	
ARCC specol NO Loan	Location codes for material found in closed stacks. To access these items either telephone: 519

ARCC specol ovr NO LOAN	661-2111 ex. 81111, send an email to Western Archives , or come to the Reading Room in person and request that the item be retrieved. Plan ahead as these items take at least 2 hours to retrieve. Get more information.
ARCC archives NO LOAN	
ARCC rdg rm ref NO LOAN	Location codes for material found in the ARCC Reading Room. These materials can be used only in the Reading Room during the hours of opening .
ARCC rdg rm NO LOAN	
ARCC rdg rm ovr NO Loan	

[Top](#)**How do I cite the material that I use?**

In citing archival and photographic material, credit the name of the department and the collection to which the materials belong.

The name of the department or repository is: The University of Western Ontario Archives.

The name of the collection may be (if applicable): The J. J. Talman Regional Collection or the James Alexander and Ellen Rea Benson Special Collections.

[Top](#)**What do I need to know about copyright?**

All manuscript/ archival records and photographs are subject to copyright. Patrons are advised that it is their responsibility to secure permission from the copyright owner to publish from unpublished manuscripts in which literary property rights are retained or to publish from a work subject to copyright.

[Top](#)**Can I photocopy the materials?**

Photocopying is allowed only upon review and approval by the staff. Photocopying may be refused if

- material is fragile
- conservation is required
- material is available in another format (eg. microform) Staff assisted photocopying may be available for some fragile items.

Cost:

(note: photocopier is not coin operated. Charge is paid at the desk)

- self-serve \$0.10 per page.
- staff assisted \$1.00 per page.

[Top](#)**Is microform copying available?**

There is one microfilm/fiche reader-printer available in the ARCC reading room. There are additional machines in the Microform Centre in The D. B. Weldon Library.

Cost:

(note: photocopier is not coin operated. Charge is paid at the desk)

- \$0.10 per copy.

Note: 1 new machine in The D. B. Weldon Library only accepts a copy/ debit card.

[Top](#)**Can I make copies of photographs, maps etc.?**

For information please see the Reproduction Services Policy.

[Top](#)**What is included with records management?**

Records Management Services
Classification system design

Filing supply and equipment planning
Secure on-campus semi-active records storage and retrieval
Vital records identification and protection
Media conservation and storage
Electronic records management planning
Records retention and disposal schedules
Confidential records destruction

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What is included with archives services ?

Identifying and acquiring permanently valuable records and personal papers
Preserving and protecting archival materials
Supporting teaching and research using archival collections
Providing reference services to the University and broader communities
Records management and Archives Services are available free of charge to academic and administrative units on campus.

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