

## Operating Principles and Policies



Contact Us  
Search this Site  
Libraries Home

**Circulation Services**  
norcirc@colorado.edu  
303-492-7477 (ph)  
303-492-4560 (fx)  
Norlin, 1st Floor SE

- Home
- Hours
- Map
- Staff

**FAQs**

- Who may borrow books?
- How can I renew my books?
- Are books subject to recall?
- Where do I return books?
- Who resolves billing problems?

**Library Login Information**

- IdentiKey
- Personal Identification Number (PIN)
- Social Security Number (SSN)

**Services**

- Borrowing Privileges
- Circulation Policy Manual
- Departmental Units
- e-Reserves (Information)
- Laptop Computers
- Reserves via Chinook
- Team Technology Rooms

University Libraries > Libraries & Departments > Circulation Services >

## PASCAL Policies

### Materials Eligible for Deposit

Materials in any physical form normally considered appropriate for library collections may be stored at PASCAL, if the conditions of this policy are met. Owning libraries agree to be guided by decisions of the PASCAL Oversight Committee. Libraries that wish to store materials outside of these guidelines will be charged accordingly.



### General Guidelines

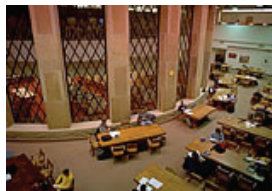
1. Materials in an advanced state of deterioration, infested with mold, insects, or other vermin, and potentially flammable or destructive items will not be accepted.
2. Archival materials and artifacts that meet other criteria in this policy will be accepted for storage.
3. The PASCAL staff is responsible for making a preliminary determination of duplication and for notifying the depositing library. The library will be given the opportunity to recall the items or to instruct PASCAL staff to discard the items.
4. In the case of duplicate items targeted for discard, PASCAL staff will determine which copies are in the "best" physical condition for storage.
5. A study and review of the duplication policy should be conducted in two years or when the decision is made to proceed with the next building phase, whichever happens first.

### Monographs

1. Except in extraordinary cases, each depositing library may store only one copy of a monographic title. Extraordinary cases include items of physical value, such as signed or specially bound items.
2. The depositing library is responsible for identifying items of physical value to alert PASCAL staff. PASCAL staff may not discard flagged items without consent from the depositing library.

### Serials

1. Except in extraordinary cases determined by the PASCAL Oversight Committee, only one copy of a serial title may be stored at PASCAL, with the following exceptions:
2. One copy of a serial title in an alternate format, for example, microfiche, may be accepted for storage.
3. Serial holdings from depositing libraries may be combined to form one complete run of a print serial title.



### Ownership

1. The depositing library will retain ownership of materials it stores at PASCAL
2. If a library attempts to store materials that duplicate items already stored and the duplicate items are then discarded, the depositing library may continue to count those items in its holdings statistics. In some cases, it may be possible to address recall requests by supplying electronic versions of the materials.

### Permanent Recall of Materials to Library Collections

1. Depositing libraries may recall their own stored materials permanently. Permanent recall of materials should be kept to a minimum.
2. Requests to permanently recall combined serials or materials deposited by another library must be submitted in writing, along with justification, to the PASCAL Oversight Committee for decision.
3. There is a \$5.00 charge for each item permanently recalled.

### Cataloging

1. All materials to be sent to PASCAL must be represented by a machine-readable bibliographic record appearing both in the local library's OPAC and in Prospector. Cataloging will be the responsibility of the owning library and must be completed before materials are shipped to the storage facility. It is critical that materials be cataloged as fully and accurately as practical, since the cataloging record will be the only mechanism for identifying and retrieving the desired materials. Records may be suppressed in Prospector at the discretion of the owning library.
2. Full-level cataloging for each item is the ideal model. Full-level cataloging assumes that a bibliographic record has been created/used in OCLC or created locally. Information in the record includes author, title, other title information, imprint, physical description, series (if appropriate), any appropriate notes, and subject and other tracings as appropriate.
3. If the library cannot provide full-level cataloging, the minimum acceptable will be K-level cataloging. K-level cataloging includes author, title, other title information, imprint, physical description, and series (if applicable). It usually does not contain notes or tracings, although some subject access to these materials would be very desirable (at least one or more subject headings assigned).
4. Collection level records or other minimal level records for special or archival collections are acceptable.
5. Local policy will determine the assignment and form of classification numbers. The call number assigned by the owning library will continue to display in the record. Call numbers have no relevance within PASCAL, but they could still be used to locate all materials on a given subject whether housed locally or off site.
6. All physical volumes or units attached to the bibliographic record must be represented by an item record. The item record will include the owning library's barcode. A second "inventory" barcode will be applied to existing item records by PASCAL staff.

### Lending and Delivery of Materials

#### 1. Lending

##### a. Via home library

Materials are requested by patron through the home library, retrieved by PASCAL staff, sent to requesting library. Requesting library checks out material to patron. Loan periods are those of the requesting library. Archival material will be for in-house use only, at the requesting library. Patrons may request no more than 15 items at a time.

##### b. Via Prospector

PASCAL will be treated as a location in the depositing library's catalog, in the Prospector system. Loan periods for materials requested through Prospector are

those of Prospector. Patrons may request no more than 15 items at a time.

c. Onsite

No material will be lent to individuals from the PASCAL site. This policy will be reviewed when UCHSC moves to the Fitzsimons campus.

2. Copying/scanning

a. Normally, the physical volume will be shipped. Only in extraordinary circumstances will copying be done.

b. Fair use guidelines will be followed.

c. Charges will be determined by the PASCAL Oversight group.

3. Delivery

a. All effort will be made to guarantee a 48 hour turnaround (weekdays) time from time of request to time of delivery to requesting library.

b. CCLS Courier will be used.

c. Special Handling. Any special handling including fax or rush requests will be considered a special request. This will be charged at rates determined by the PASCAL Oversight group.

4. Special Requests

Requests for special circulation such as term reserves should be sent, with justification, to the PASCAL Oversight Committee. Electronic version may be substituted for hard copy when appropriate.

**Archives**

1. At a minimum, archival collections should contain box-level inventories in order to establish basic intellectual control and facilitate ready retrieval of materials.
2. Archival materials should not be permitted to be viewed on-site at the PASCAL facility due to issues concerning copyright, access restrictions, theft, ownership, and other matters of potential legal importance.
3. Request for archival materials should be made through the archival institution that maintains the research materials. Upon specific request, authorized archival personnel will recall boxes from the PASCAL facility for researcher use.
4. Research materials will be returned to the PASCAL facility following their use.
5. All such transactions may be documented at the discretion of the owning library through call and transmittal slips in the event of loss or theft.

**Onsite Reading Room**

1. The PASCAL reading room is available only to use stored materials onsite.
2. The library user must possess a valid form of identification issued by a PASCAL library to use stored material at the PASCAL site. Other users must go through their ILL/Prospector procedures.
3. Materials are retrieved for users by PASCAL staff and brought to the reading room for use. The collection is not designed for direct access by users and is not browsable.
4. Because the staff at PASCAL is limited and the retrieval of material from high density stacks takes some time, it is recommended that users come prepared with the citations of each item they wish to use. Prior appointments are strongly encouraged.
5. Materials may not be checked out at PASCAL.
6. Basic photocopiers and microform reader-printers will be provided onsite. Self-service or staff photocopying will be the choice of the PASCAL staff.
7. No food, drink or smoking.
8. Public terminals with no Internet access will be provided.

## George A. Smathers Libraries

### Storage Collections Policy

The Smathers Libraries has maintained a separate storage collection since 1997. The primary purpose of this collection is to augment active shelving space in campus libraries. Materials located in storage are publications not frequently accessed by library users, including inactive serial titles, older portions of active serial titles, or monographs. Collection Managers develop the criteria for placing items in storage, but coordinate any transfers with the Chair or Assistant Chair of Access Services. Once items have been transferred, Access Services is responsible for the maintenance, retrieval, and transfer of the material.

#### 1. Responsibility for Storage Management

- a. Collection Managers are responsible for determining which materials within their assigned collections are most appropriately located on the open shelves in the libraries and which should be placed in storage. These decisions must take into consideration the realities of available space and recognize the resources required to make the appropriate record changes.
- b. The Access Services Department is responsible for organizing, managing, and providing access to the storage collections, regardless of which library originally housed the item. It is also responsible for monitoring collection growth and use, alerting Collection Management staff when additional materials must be selected for storage, and requesting a decision on whether a frequently used serial title should be returned to the active collection.

#### 2. Information about Items Housed in Storage

- a. When materials are placed in storage, the public catalog is altered to reflect the new location. If an item to be placed in storage does not have a catalog record, the item should be cataloged prior to being transferred to storage. Items of this nature will be a high priority for the Cataloging and Metadata Department.

#### 3. Organization of Storage

- a. Currently, items located in storage are organized by call number. With few exceptions, items sent to storage indicate a collection code of "General", regardless of format. However, there do remain a limited number of collections within storage that are housed in separate areas within the facility with distinctive collection codes.

#### 4. Access to Storage Materials

a. Requests for storage materials may be made through the online public catalog via the request link or through the alternative form. Click on the following links for detailed instructions for using the [request link](#) or to use the [alternative form](#). Materials in storage are retrieved twice daily, Monday through Friday, and once each day on Saturday and Sunday. Items are delivered within 24 hours of the request, and may be picked up at the Information Desk in the Marston Science Library.

## 5. Circulation Policy

a. Most storage items may be checked out for a minimum of three weeks, even if their loan periods might have been shorter (e.g., bound periodicals) if they were in the active collection.

## 6. Returning Items to the Active Collection

a. Collection Managers may arrange for the return of storage materials to the active collection if proven or anticipated use warrants this action.

b. Occasionally, titles located in storage need to be readily available to users for a limited time period. In these cases, materials will typically be held at the Information Desk at the Marston Science Library. In these cases, the use of shelving should be negotiated through Access Services, and materials will be kept on the Retrieval Shelves.

## 7. Storage Selections Necessitated by Space Problems

a. Because the collection grows unevenly and unpredictably, all Collection Managers should anticipate being called upon to identify materials that can be moved to storage. In addition, projects to review the collections systematically in collaboration with primary users should be conducted in anticipation of impending space problems.

i. As new materials are added to the collection, Access Services staff will inform the appropriate Collection Manager about space problems in specific shelving areas that require identification of materials for transfer to storage.

ii. Collection Managers will select monographs and sets in the area using established criteria.

iii. Access Services staff, informed of storage decisions, gather and process materials, alter the necessary records, deliver the materials to storage, and complete the necessary shifts in the active collection.

## Oak Street Library Facility

### Information for Library Staff

#### General Considerations

- ☐ Monographic transfers and new serial transfers to the OSLF from departmental libraries will be accepted at the OSLF beginning January 3, 2006. Beginning January 3, library units do not need prior approval to send material to the OSLF, and there is no limit on the amount of material you can send.
- ☐ The following types of serial transfers to the OSLF are currently being accepted:
  - Superseded volumes when older volumes are already at the OSLF.
  - Most recent bound volume of serials that are already at the OSLF.
- ☐ The following preparation activities must be done by or arranged for by the sending library PRIOR to the piece(s) arriving at the OSLF:
  - Voyager bib and/or holding record maintenance
  - Barcoding of physical piece(s)
  - Linking of physical barcode to correct item record in Voyager
  - Assignment of valid OSLF location code
  - Assignment of valid OSLF item type
  - Binding preparation for unbound issues
  - Stabilization treatment, if needed
  - Insertion of a valid OSLF transfer streamer produced from the Oak Street Transfers Program at <http://www.library.uiuc.edu/voyager/oakstreetverify/index.html>
  - Packing and shipping arrangements for large quantities of materials

#### Material Type Guidelines

- ☐ **Print materials**, including monographs, bound serials, and archival boxes, are all acceptable. At the present time, there is only a limited amount of shelving for folio-sized materials; please contact [John Andrick](#) about availability PRIOR to sending folios.
- ☐ **Unbound issues** should be sent first to the Binding Unit with a note on the binding streamer that states that the volume should be sent to the OSLF after binding. Absolutely no unbound issues of serials will be accepted at the OSLF.
- ☐ We are looking at options for **map storage**, but these have not yet been finalized; please contact [Betsy Kruger](#) PRIOR to sending any maps. Map storage definitely will be limited in the first module of the OSLF.
- ☐ **Laserdiscs** and **CD-ROMS** can be sent to the OSLF, however they must be in hard protective containers, such as jewel boxes. Please contact [Betsy Kruger](#) prior to sending.
- ☐ We are looking at options for **photograph album storage**, but these have not yet been finalized; please contact [Betsy Kruger](#) PRIOR to sending any phonograph albums.
- ☐ The stability of **film and magnetic tape** (microfilm, microfiche, photographic negatives, motion pictures, video tapes, audio tapes, etc.) differs depending on its composition. As some types of film deteriorate, they can cause materials around them to deteriorate faster as well. Other types of film are more stable and do not cause a problem. Please contact [Tom Teper](#) to evaluate any film material for its suitability for storage at the OSLF. No film material will be accepted without it first being approved by Tom Teper.

#### Updating Voyager Records

- ☐ You must use the PICK & SCAN functionality in Voyager to make these changes. Making location changes via the "Item - Item Edit" menu in the Voyager clients will only result in changing the item's permanent location code, but not it's holding location code. PICK & SCAN will allow you to change both permanent location code AND holding location code. Both must be changed to valid OSLF codes prior to sending pieces. Your PICK & SCAN screen should look like the one below, except that your location codes and item types may vary.

Pick And Scan

Item Options	Items
Holding Location: <input type="text" value="Stacks HD Shelving"/>	Item Status: <input type="text" value="In Process"/> <input checked="" type="checkbox"/> Clear All
Permanent Location: <input type="text" value="Stacks HD Shelving"/>	Statistical Categories: <input type="text" value="No Change"/> <input type="checkbox"/> Clear All
Temporary Location: <input type="text" value="Clear"/>	<input type="checkbox"/> Delete Item
Permanent Type: <input type="text" value="BOOK 16/4 WKS"/>	
Temporary Type: <input type="text" value="Clear"/>	
Media Type: <input type="text" value="No Change"/>	

- Assign one of the following valid OSLF item types:
  - BOOK 16/4 (circulates 4 weeks to undergrads and most courtesy card borrowers; 16 weeks to faculty, staff, and graduate students.)
  - BOOK 16/4 LOCAL REQUEST (to be used only for monographs assigned to one of the special Oak Street location codes that indicate the item can only be use on-site in the sending library, e.g. rbos. This item type prevents users from other CARLI schools from requesting the item; it also permits the sending library to charge the item out to the user for in-house use for as long as needed. Unlike the BOOK2 item type, it will not produce overdue notices/fines 16 hours after charging to the user.)
  - SER 4W/BUO LOCAL REQUEST (to be used only for serial volumes assigned to one of the special Oak Street location codes that indicate the item can only be use on-site in the sending library, e.g., rbos. This item type prevents users from other CARLI schools from requesting the item; it also permits the sending library to charge the item out to the user for in-house use for as long as needed. Unlike the BOOK2 item type, it will not produce overdue notices/fines 16 hours after charging to the user.)
  - SER3 (circulates 4 weeks to undergrads and most courtesy card borrowers; 16 weeks to faculty, staff, and graduate assistants;
  - BOOK2 (building use only; brittle monographs that can only be used onsite at the OSLF or at the sending unit); when charged to a user, this item type will produce an overdue notice and a late fee after 16 hours.
  - SER2 (building use only; brittle serial volumes that can only be used onsite at the OSLF or at the sending unit); when charged to a user, this item type will produce an overdue notice and a late fee after 16 hours.
  - ARCHIVE2 (used ONLY for CIC Dark Archive serials and other materials that can only be requested by IRRC).
  - SCORE 16/4W (circulates 4 weeks to undergrads and most courtesy card borrowers; 16 weeks to faculty, staff, and graduate students.)
- Assign a valid OSLF location code from the list below:
  - stos** (staff client name: **Stacks HD Shelving**) Should be used for all items being sent to the OSLF that do not require one of the special location codes listed below.
  - rbos** (staff client name: **Rare Bk Oak St[req only]**) Can be used only for items sent by the Rare Book and Manuscripts Library that must be used onsite in the Rare Book and Manuscripts Library. See Guidelines for Sending to the OSLF Materials That Can Only Be Used Onsite in the Sending Library below.



- **uaos** (staff client name: **Archives Oak St[req only]**) Can be used only for items sent by the University Archives that must be used onsite in the University Archives. See Guidelines for Sending to the OSLF Materials That Can Only Be Used Onsite in the Sending Library below.
  - **ihos** (staff client name: **Il H Srvy Oak St[reqonly]**) Can be used only for items sent by the Illinois Historical Survey that must be used onsite in the Illinois Historical Survey. See "Guidelines for Sending to the OSLF Materials That Can Only Be Used Onsite in the Sending Library" below.
  - **uasos** (staff client name: **ArchivesSousaOakSt [reqonl]**) Can be used only for items sent by the Sousa Archives that must be used onsite in the Sousa Archives. See "Guidelines for Sending to the OSLF Materials That Can Only Be Used Onsite in the Sending Library" below.
  - **neos** (staff name: **Newspaper Oak St [req only]**) Can be used only for items sent by the History, Philosophy, and Newspaper Library that must be used onsite in that library. See "Guidelines for Sending to the OSLF Materials That Can Only Be Used Onsite in the Sending Library" below.
  - **spos** (staff name: **Slavic Oak St [req only]**) Can be used only for items sent by the Slavic Library that must be used onsite in the Slavic Library. See "Guidelines for Sending to the OSLF Materials That Can Only Be Used Onsite in the Sending Library" below.
  - **maos** (staff client name: **Map/Geo Oak St [req only]**) Can be used only for items sent by the Map and Geography Library that must be used onsite in the Map and Geography Library. See "Guidelines for Sending to the OSLF Materials That Can Only Be Used Onsite in the Sending Library" below.
  - **muos** (staff client name: **Music Oak St [req only]**) Can be used only for items sent by the Music Library that must be used onsite in the Music Library. See "Guidelines for Sending to the OSLF Materials That Can Only Be Used Onsite in the Sending Library" below.
3. Update bibliographic and holding records if necessary
- It is library policy that all items shelved at the OSLF--where materials cannot be browsed at the shelves by users--must have **full bibliographic records** with subject access in the online catalog.
  - MARCETTE (brief) records for **monographs** sent to the OSLF will be updated by the Melon recon project or its follow-up activities. Departmental libraries are NOT responsible for upgrading **monographic** MARCETTE records.
  - Printouts of **MARCETTE serial records** for volumes being sent to the OSLF must be sent to Serials Cataloging for upgrade prior to the pieces being sent to the OSLF. Staff in some units have cataloging permission to do this work themselves; those units that do not have staff who have been trained by Michael Norman to do this, should send a printout of the record to Serials Cataloging requesting to have the title fully cataloged.
  - Assign **"in process" status** to the item record in Voyager. This will prevent the item from being selected to fill a request until it has been accessioned at the OSLF (at which point this status will be cleared).
  - **Once all the above record updates have been made, run item barcode through the Oak Street Transfers Program at <http://www.library.uiuc.edu/voyager/oakstreetverify/index.htm>.**
    - Simply scan barcode label on the piece, select your library from the drop down list, click on the box if piece needs to be routed to Conservation Unit first, then click "Produce Routing Streamer" button. Click your browser's "print" button to print out a ready-made streamer onto your attached printer (receipt or laser).
    - **Program will perform the following verifications** against the Voyager database:
      - Barcode is an active 14-digit barcode in the Voyager database
      - Item record has a valid OSLF holding location code
      - Item has a valid OSLF permanent location code
      - Item's holding location and permanent location are the same
      - Item record has a valid OSLF item type
      - Item status is "in process."
    - If any of these validations fail, you will receive an error message telling you what is wrong with the Voyager record.
    - Correct the Voyager record.
    - **Re-verify item the next day.** This program runs against a one-day old copy of the Voyager database. Changes you made to the Voyager record will not be updated in this version of the database until the next day.
    - If/when the item verifies correctly, the program will display a streamer. Click your browser's "print" button to send the streamer to your attached printer (receipt or laser). Insert streamer in book. **Remember, items received at the OSLF without a valid streamer produced by the Oak Street Transfers Program will be returned to the sending library.**

### Stabilization Guidelines for Material Being Transferred to the OSLF

- ☐ If you determine that the piece needs to receive stabilization treatment by the Conservation Unit prior to being sent to the OSLF, be sure to check the Conservation checkbox on the input screen of the Oak Street Transfers Program. This will result in the production of a routing streamer to the Conservation Unit rather than directly to the OSLF.
- ☐ Use the following guidelines to determine if stabilization might be necessary. Contact [Jennifer HainTeper](#) if you have questions about these criteria.
  - Candidates for stabilization include books with:
    - loose, detached, or missing covers
    - torn, loose or detached pages

- o brittle, crumbling, or fracturing paper
- o leather bindings that are powdery (this is known as "red rot," though it is actually more brown)
- o soft cover bindings that offer little to no structural support
- o volumes that create shelving problems such as odd size or warped covers.

- How brittle is brittle?
  - o If the paper appears brittle and has shattered/broken already, it is brittle.
  - o If the paper appears brittle but no damage has yet occurred and the pages can be safely turned without damage, it is NOT brittle.
  - o If the paper appears brittle, but the paper is intact and damage by use (as described above) is questionable, send to Conservation for review.
- If any of the following are found, the volume should be sent to Conservation for review:
  - o Mold
  - o Insect damage
  - o Water damage, especially when pages are stuck together
  - o Unidentifiable stains on the paper or cover
- Remove the following loose materials:
  - o Paperclips or Post-It Notes ([click here for more information](#))
  - o Patron's notes/letters
  - o Binding slips that are loose (not adhered to the book)
  - o Punch cards that are loose (not in pockets affixed to the book)
  - o Other miscellaneous paper, such as clippings, coupons, bookmarks, etc.
- DO NOT remove the following:
  - o Errata slips (corrections to the text) should be saved and sent to Conservation to be tipped in.
  - o Maps or charts that relate to the book should be saved and sent to Conservation to be tipped in or placed in a pocket, as necessary.
  - o Other materials that look like they relate to the subject matter of the book should be saved and sent to Conservation to be tipped in or placed in a pocket, as necessary.

### Shipping Your Materials to the OSLF

- ☐ **To the OSLF:** Each departmental library will receive two plastic totes in January 2006 to use for sending items to the OSLF. Library Shipping will take a maximum of 4 totes of material from your library to the OSLF each week. If you have a large quantity of material to send, you will need to pack it carefully and contact Library Facilities for pick-up and delivery to the OSLF or to the Conservation Unit.
- ☐ **To the OSLF via the Conservation Unit:** If you have less than 100 volumes at a time going to the Conservation Unit for stabilization, just put them onto your regular shipping shelves. Call Jen Hain Teper to arrange for pick-up of more than 100 volumes. DO NOT put items that must first go to the Conservation Unit into the OSLF plastic totes.

### Binding and Cataloging for Oak Street

- ☐ You cannot send unbound issues of a journal directly to the OSLF, but you can send such issues to the Binding Unit to have them bound and then sent on to the OSLF. Indicate on the binding streamer that the volume should be sent to the OSLF after binding.
- ☐ To have approval plan materials cataloged and sent to the OSLF, simply write "Oak Street" at the top of the selection streamer.
- ☐ To have a gift piece cataloged and sent directly to the OSLF, send the piece to Acquisitions with a "Cat for OS" streamer in it.
- ☐ To order a new item that you want to have housed at the OSLF, make "Oak Street" your order location.

### Special OSLF Locations and Processing Procedures for Building Use Only Materials

Materials housed at the OSLF that can only be used onsite in the original owning library require special procedures. Library units wishing to limit use of particular materials in this way should contact Betsy Kruger if they do not yet have one of the special OSLF location codes described below. OSLF does not have staff to monitor patron use of material onsite, so if the material you are sending requires such supervision, please follow these guidelines for insuring that the material is sent to your library to be used. The OSLF also does not have staff to rewrap wrapped newspapers, so all these must be used onsite at the original sending unit.

#### ☐ Voyager records


- Bibliographic record -- All items must have full bibliographic records in Voyager. Archival boxes must each have a brief bibliographic record in Voyager that contains collection name and whatever additional data/subject access you wish to give it.
- Item record -- Each physical piece must have a corresponding item record in Voyager against which requests can be placed. For archival

boxes, item records should only be created at the box level, not for individual folders.

- Use the public note field available in the Voyager MFHD record to read something like "Please consult staff in the Illinois Historical Survey Library to request material." This should help dissuade users from placing OPAC requests themselves.
- Make sure you have assigned the appropriate special Voyager location code for your unit. These serve two purposes. Along with the public note field in the MFHD record, they help to direct the OPAC user to your unit for assistance in requesting the material (e.g., making sure the box being requested has the material they are looking for.) Secondly these special codes provide an additional prompt for OSLF staff as they are printing out their callslips that the material requires special handling/use procedures to be followed. Currently, the following special codes have already been created:
  - **rbos** (staff client name: **Rare Bk Oak St[req only]**) Can be used only for items sent by the Rare Book and Manuscripts Library that must be used onsite in the Rare Book and Manuscripts Library. See Guidelines for Sending to the OSLF Materials That Can Only Be Used Onsite in the Sending Library below.
  - **uaos** (staff client name: **Archives Oak St[req only]**) Can be used only for items sent by the University Archives that must be used onsite in the University Archives. See Guidelines for Sending to the OSLF Materials That Can Only Be Used Onsite in the Sending Library below.
  - **ihos** (staff client name: **Il H Srvy Oak St[reqonly]**) Can be used only for items sent by the Illinois Historical Survey that must be used onsite in the Illinois Historical Survey. See Guidelines for Sending to the OSLF Materials That Can Only Be Used Onsite in the Sending Library below.
  - **uasos** (staff client name: **ArchivesSousaOakSt [reqonl]**) Can be used only for items sent by the Sousa Archives that must be used onsite in the Sousa Archives. See Guidelines for Sending to the OSLF Materials That Can Only Be Used Onsite in the Sending Library below.
  - **neos** (staff name: **Newspaper Oak St [req only]**) Can be used only for items sent by the History, Philosophy, and Newspaper Library that must be used onsite in that library. See Guidelines for Sending to the OSLF Materials That Can Only Be Used Onsite in the Sending Library below.
  - **spos** (staff name: **Slavic Oak St [req only]**) Can be used only for items sent by the Slavic Library that must be used onsite in the Slavic Library. See Guidelines for Sending to the OSLF Materials That Can Only Be Used Onsite in the Sending Library below.
  - **maos** (staff client name: **Map/Geo Oak St [req only]**) Can be used only for items sent by the Map and Geography Library that must be used onsite in that library. See Guidelines for Sending to the OSLF Materials That Can Only Be Used Onsite in the Sending Library below.
  - **muos** (staff client name: **Music Oak St [req only]**) Can be used only for items sent by the Music Library that must be used onsite in the Music Library. See "Guidelines for Sending to the OSLF Materials That Can Only Be Used Onsite in the Sending Library" below.
- Item type -- Always assign the BOOK 16/4 LOCAL REQUEST or SER 2WK/BUO LOCAL REQUEST item type. The LOCAL REQUEST item types prevent users from other CARLI schools from requesting these items. Do not assign BOOK2 or SER2 as these item types do not prevent requests from CARLI users and will also start producing overdue notices to the patron after 16 hours and fining them \$5/day. More often than not, the user will be consulting the material in your unit over a period of days, perhaps even a week or two if they are using archival materials. The BOOK 16/4 LOCAL REQUEST and SER 2WK/BUO LOCAL REQUEST item types will not produce overdue notices until 36 days after the date on which you charge out the box to the user (recommended for your internal tracking purposes).
- Assign **"in process" status** to the item record in Voyager. This will prevent the item from being selected to fill a request until it has been accessioned at the OSLF (at which point this status will be cleared).

#### Physical preparation

- Each archival box should be barcoded on the outside. Wrapped newspapers should also be barcoded on the outside.
- Item should be stamped "Building Use Only at Illinois Historical Survey (Rare Book and Manuscript Library, University Archives, etc.);" or have a label with that information written on it.
- **All items MUST be accompanied by a streamer produced from the [Oak Street Transfers Program](http://www.library.uiuc.edu/voyager/oakstreetverify/index.html) at <http://www.library.uiuc.edu/voyager/oakstreetverify/index.html>. Any pieces received at the OSLF without this streamer will be returned to the sending library. See complete information under [Updating Voyager Records](#) section above.**

 **Unit's internal records (in-house or web inventories) for boxed archival materials** should associate individual items/folders with the appropriate box number or item barcode.

#### Mediated request process

- The OPAC record directs user to your unit for assistance; OPAC requesting for users cannot be disabled, but the location name and public note in the MFHD should dissuade most users from doing this. The LOCAL REQUEST item type prevents patrons from other CARLI schools from requesting these items. While Voyager cannot control the pick-up location selected by the user, Oak Street staff will ALWAYS ignore the requested pickup location and deliver these materials directly to your library for on-site use by the patron.

- If the material being requested is boxed archival materials, use your internal inventory records to determine which box the desired material is in, and using the Voyager circulation client, place a request using the patron's borrower ID.
- Voyager will direct this request to the OSLF callslip queue, and material will be retrieved.
- You will need to notify us if any special handling procedures need to be followed during shipping so that we can convey these to Library Shipping.
- Upon receipt of material in your unit, it will need to be browsed/discharged via the Voyager circulation client. This will produce a notice of availability that will be automatically emailed to the requesting patron.
- Charge out the items to the patron's ID (or unit ID if that's what you are using). Even though the patron is not physically removing the material from your unit, charging it out on Voyager will both result in a circ transaction statistic and will provide a tracking mechanism should you need it.
- When patron is finished with the material and prior to sending the material back to the OSLF, discharge the items. This will put the material into "In Transit to Oak Street" status in Voyager. This status will be cleared when the material is reshelved at the OSLF. It is also important to discharge the material so that it does not stay on the patron's account and create overdue fines when it reaches its due date.

### Ongoing Selection for the OSLF

- ☐ At any time, subject selectors are welcome to streamer monographs in the Bookstacks for eventual transfer to the OSLF. Simply insert an "Oak Street" streamer into the piece, and write your initials or your unit name on the streamer. Contact Gil Witte if you need a supply of these streamers.
- ☐ Do not streamer serials or MSETS; instead, fill out the Oak Street Serial and Mset Selection Form and mail it to Gil witte, 203 Main Library. Bookstacks staff will not transfer any serial title to the OSLF without first obtaining permission from Karen Schmidt or the appropriate selector
- ☐ To maintain the Bookstacks at a fill capacity of approximately 85%, incoming transfers and new receipts need to be balanced each year with transfers of other Bookstacks materials out to the OSLF. Betsy Kruger is working with the Collection Development Committee to develop a process for doing this. Stay tuned.

### Procedures for Transferring Items Back from the OSLF to a Departmental Library or Bookstacks

- ☐ A subject selector can request at any time to have an item at OSLF transferred back to their library or into the Bookstacks. Please email John Andrick to make these arrangements. Selectors wishing to transfer an entire serial run back from the OSLF into the Bookstacks will need to obtain prior approval from Betsy Kruger. Approval will depend on space availability in the Bookstacks; if space is problematic, the selector may be asked to transfer another serial in the nearby vicinity to the OSLF before the transfer can be made.
- ☐ Beginning in 2008, an annual list of monographs that have circulated from the OSLF more than three times in three years will be produced and distributed in January. Selectors should review this list and notify John Andrick if there are any titles they would like to have transferred back to their unit or into the Bookstacks.
- ☐ If volumes of the same serial title are requested repeatedly by users, we may suggest that the title be returned to the open shelves in a departmental library or Bookstacks, space permitting.

### When to Refer Users to the OSLF

- ☐ Most users should just request items they need from the OSLF via the online catalog, selecting a pickup location that is most convenient for them. The OSLF is not listed as a pickup location in the online catalog.
- ☐ If a user needs to consult a long run of a serial, they should be referred to the OSLF for onsite use in our public reading room. Please tell users that retrieval may take up to an hour so they should call ahead of time to arrange for retrieval before going over to the OSLF.
  - the OSLF is located at 809 S. Oak Street near the intersection of Oak and Daniel Streets. This location is approximately 8 blocks from the Main Library. (Map) Phone number is 265-9476.
- ☐ If a user ever requests an entire run of a serial to be delivered to a pickup location or via campus mail, OS staff will contact the user and request that they use the material onsite at the OSLF. There is an OPAC workstation and a photocopy machine in the public reading room.

### Rush Requests--CALL 265-9475 or 265-9475

- ☐ Material is available for **on-site pickup or use at OSLF** within one (1) hour if we are retrieving a single volume; and within two (2) hours if we are retrieving multiple volumes and **IF** the phone request is received by 3:30pm for a single volume OR by 2:30pm for multiple volumes. Phone requests received AFTER these times will be available for **onsite pickup or use at OSLF** after 9:30am on the next business day. The OSLF is NOT open on weekends.
- ☐ **Rush delivery to the Main Circulation Desk**--On a limited basis, and to assist patrons who may not be able to easily get to the OSLF, Oak Street staff may be able to deliver the piece that same day to the Main Bookstacks Circulation Desk that same day, depending upon what time we receive the request. Please note that this is an exceptional service, requiring an OS staff member to walk or drive the piece over the the Main Library, and so can only be provided as time and staffing permit. Nonetheless, if you have a situation that warrants this, please inquire as to feasibility when you call to place your rush request.
- ☐ There is no such thing as a RUSH request for OS material to be put into Library shipping or into campus mail since there is no way OS staff can

guarantee how fast Library Shipping or Campus Mail Delivery will actually get the material to the pick-up location or the patrons office. Just place the request as usual via the OPAC, as we process these requests twice a day. They will get into Library Shipping or Campus Mail later than day or early the next--it doesn't take any longer to get a requested Oak Street item to a specified pick-up location or into campus mail than it does an item from any other departmental library.

☐ When calling in a RUSH request to OS, please be prepared to give us the following information:

- Patron name, patron barcode number, patron email or phone
- Item brief title
- Item volume number, if any
- Item barcode
- Your name and library phone number
- If a serial, did you check to see if there is online full-text access? (Many of the Library's JSTOR titles have been moved to the OSLF.

☐ Before sending a patron over to OSLF to pick-up an item, please make sure they are aware of the 1-2 hour time requirement for retrieval (described above).

[☐ Central Circulation and Bookstacks](#)  
[☐ UIUC Online Library Catalog](#) [☐ Interlibrary Loan](#)  
[☐ University of Illinois at Urbana-Champaign Homepage](#)  
Last updated 7.3.06

**Minnesota Library Access Center**  
**Operating Principles and Guidelines**

June 6, 2000

**1. Minnesota Library Access Center**

1.1 **Introduction**—The Minnesota Library Access Center (MLAC) is one of the units of the Elmer L. Andersen Library at the University of Minnesota, Twin Cities Campus. In addition to MLAC, Elmer L. Andersen Library houses eight special collections and archival units of the University of Minnesota and the central office of the MINITEX Library Information Network. The Library is designed to address both a campus need and a statewide library need:

- a) It enables the University of Minnesota, Twin Cities Libraries to consolidate important archives and special collection into a designated climate-controlled facility.
- b) Through MLAC, it provides high-density storage space for important, but less frequently used collections owned by the University of Minnesota and other libraries throughout Minnesota.

MLAC provides an ideal climate and environment for print-based media.

Completed in 2000, the Elmer L. Andersen Library was funded through bonds approved by the Minnesota Legislature in 1996.

1.2 **Vision** -- As a shared depository for infrequently used library materials of importance to the people of Minnesota, the Minnesota Library Access Center will provide a climate controlled environment and make the deposited items accessible for use.

1.3 **Description** -- Libraries may store important, but less frequently used collections in MLAC provided the materials:

- a) may be borrowed by other libraries for use by their patrons.
- b) are not so fragile as to be unsuitable for use.
- c) are compatible with high-density storage practices.
- d) are print based.

No other restrictions apply, and no fees will be assessed for collection storage by Minnesota libraries.

Individual libraries decide which items will be transferred to MLAC using established guidelines and their own criteria.

As a working guideline to determine overall space allocation, materials of the University of Minnesota, Twin Cities Libraries will occupy approximately 60% of the MLAC facility, and material from other Minnesota libraries will occupy the remaining 40%. MLAC's planned capacity is 1.2 million volumes.

**1. Governance**

The University of Minnesota Librarian shall be responsible for administering MLAC. MINITEX is assigned the responsibility for managing the facility's day-to-day operation. The MLAC Advisory Board is charged with developing guidelines and providing the vision for MLAC.

## **2. Collections**

- 2.1 **Introduction** -- As a depository dedicated to resource sharing, MLAC provides rapid and efficient access to stored materials. Books, magazines, and other print-based library materials may be stored in MLAC. Deposited items must have been determined to have lasting value; permanent storage is not a substitute for responsible deacquisition decisions. The staff reserves the right to reject material, which, in its judgment, is too fragile for use, is in very poor condition, or is not suitable for high-density storage. Duplicates of the same title or same edition may be retained at the discretion of the MLAC staff. Material, which is not under bibliographic control, will not be accepted. Current plans call for libraries electing to deposit material in MLAC to retain ownership of their materials.

Depositing libraries shall designate a contact person with whom the MLAC manager can coordinate activities.

- 2.2 **Material Appropriate for Deposit** -- All print-based materials will be considered for deposit. While MLAC is designed primarily for print and paper-based materials, other formats will be accepted if they meet the standard for high-density storage.

An item is a candidate for high-density storage if it can be sorted by its physical factors to fully utilize shelf space. Examples of formats not suited for high-density storage are motion picture film, maps, and data tapes. No audio or video material, slides, realia, or archival collections will be accepted. (Exceptions to normal material acceptance criteria will be made at the discretion of MLAC staff.)

- 2.3 **Condition of Deposited Materials** -- MLAC does not provide preservation or cataloging services for deposited collections. The depositing library should properly prepare items before MLAC accessioning.

2.3.1. All volumes should be property stamped or otherwise labeled for ownership.

2.3.2. All volumes sent to MLAC should be clean.

2.3.3. Books in marginal condition or slightly damaged should be enclosed in archivally appropriate enclosures, acid-free boxes, archival quality polybags, or acid-free phase boxes to preserve the dust-free environment. MLAC staff shall have discretion to accept or return items lacking appropriate enclosures.

Examples of damaged and/or fragile materials that are not acceptable include:

- a) Text block and covers have separated.
- b) Soft covers are torn or coming off.
- c) Individual pages are falling out of the item.
- d) Leather binding is disintegrating.
- e) Spines are broken.

2.3.4 Books with mold or insect infestation will not be accepted.

2.3.5 Volumes that are grossly unshelworthy or in advanced state of deterioration maybe returned to the depositing library.

2.4 **Duplicates**: Duplicates of the same title may be accepted (up to two copies) at the discretion of MLAC staff. It shall be the responsibility of staffs of depositing libraries to check for possible duplication between materials they plan to transfer to MLAC and material already stored in MLAC; depositing library staff shall alert MLAC staff to apparent duplicates.

2.5 **Bibliographic Control** -- All deposited material must be under bibliographic control and should be represented by bibliographic records conforming to standards and guidelines developed by the



MINITEX/LDS Joint Standards Review Task Force. Systems staff for depositing libraries shall discuss the bibliographic records available for their materials with the MnLINK coordinator at the University of Minnesota Libraries, Twin Cities, before sending material for deposit. (A separate document, "Requirements for Contribution of Bibliographic Records," provides guidelines concerning the format and submission of these bibliographic records.)

- 2.6. Ownership of Materials – Current plans call for each depositing institution to retain ownership of materials it sends to MLAC. To assure appropriate use of MLAC, it is expected that deposited materials are intended for permanent storage. Deposited materials may continue to be counted among the holdings of the depositing library.
- 2.7. Catalog or Inventory Control System -- MLAC will use the system designated by the University of Minnesota Libraries, Twin Cities, working cooperatively with MINITEX.
- 2.8. Scheduling – Immediacy of need for deposit in MLAC, availability of space in MLAC, and MLAC operating requirements will be considered when scheduling receipt of deposits.
- 2.9. Accession Process -- MLAC staff will:
  - a) Process items for storage, which includes sizing, boxing and shelving.
  - b) Keep all necessary accession records up-to-date.
  - c) Implement a record-keeping process for stored materials to ensure quality and accuracy.
  - d) Maintain statistics.
- 2.10. Maintenance of the Collection/Preservation -- MLAC staff will monitor for climate control, fire protection, and security safeguards. Deposited materials will be handled in a manner consistent with preservation of the items.
- 2.11. Permanent Return to Depositing Library – If needs change, staff of depositing institutions may request that an item be removed from MLAC and be returned by submitting a written request to the MLAC manager on their library's stationary.
  - a) If the item is in MLAC, it will be processed and returned to the depositing library.
  - b) If the depositing library has already checked the item out from MLAC, only the written request is required to remove the record from MLAC inventory software.
  - c) If another library has borrowed the item from MLAC, it will be recalled for the depositing library.
- 2.12. Return to Library Because of High Use -- If an item has been checked out twice in the same year by the depositing library, MLAC staff will alert depositing library staff about the repeated use. Depositing library staff will be asked to review the item's status.

### **Access to Collections**

- 3.1. Introduction – Primary access to materials deposited in MLAC is through lending and photocopy services to individual users through their local libraries. MLAC performance targets call for material requested through interlibrary loan by noon to be sent out the same day. Materials in MLAC may be used by any library user on-site in Andersen Library.
- 3.2. Operation for Access -- MLAC staff will:
  - a) Retrieve requested items from the stacks.
  - b) Scan or check out items.
  - c) Prepare items for shipment via the appropriate delivery method.
  - d) Process returned items.
- 3.3. On-Site Services



- 3.3.1 Reading Room Use: All library users may use the reading room for any materials.
- 3.3.2 Stack Access: There will be no stack access to the materials in storage. (During the interim caused by the Walter Library renovation, access to the Science/Engineering collection will be governed by different guidelines for University of Minnesota, Twin Cities Campus faculty, staff, and students.)
- 3.3.3 Lending: a) All University of Minnesota faculty, staff, and students may check items out with a valid borrowing card.  
b) Non-University of Minnesota patrons who visit the reading room in person may obtain materials stored in MLAC by requesting items through their local library's procedures for seeking interlibrary loans through MINITEX, or they may charge materials out directly from MLAC by using their local library card and other identification
- 3.3.4 Loan Periods: There are two circulation loan categories:  
a) "on-site use only" for periodicals and other designated items (for items to be used in Andersen Library)  
b) six weeks patron loan.
- 3.3.5 Photocopy: There will be a coin-operated photocopy machine available, which also will use a standard U of MN library copy card.
- 3.4 Off-Site Services
- 3.4.1 a) Written Requests: All University of Minnesota, Twin Cities Campus faculty, staff, and students shall be authorized to send written requests to MLAC via email or fax to have items sent to U of MN Twin Cities campus libraries.  
b) Users of other Minnesota libraries may request materials through their local library's regular procedures for seeking interlibrary loans through MINITEX.
- 3.4.2 Loan Periods: There are two circulation loan categories:  
a) "in-library use only" for six weeks (for items to be used within the requesting library)  
b) six weeks patron loan.  
The depositing library will choose between these two loan categories.
- Since periodical issues do not circulate, access to these items will be in the form of copies of requested articles.
- 3.4.3 Periodicals: Requested articles will be photocopied or scanned and will be distributed using the MINITEX Delivery System. This System includes using fax, Ariel, and ground transportation.

# *Packet for Depositing Libraries*

## *Contents*

An Introduction to MLAC	page 2
Item Selection Criteria	page 3
Completing the <u>Deposit Request Form</u>	page 4
Other Issues	page 6
Requesting Items from MLAC	page 6
Returns to Depositing Library	page 6
Bibliographic & Holdings Records	page 7
Operating Principles and Guidelines	page 8
MLAC location map	page 12
Memorandum of Agreement	page 13
Minnesota Library Access Center Deposit Worksheet	page 14

*December 2002*

**Minnesota Library Access Center  
Elmer L. Andersen Library  
222 21<sup>st</sup> Ave South  
Minneapolis, MN 55455**

**For more information about MLAC contact:**

**Timothy McCluske**  
612. 626-8695  
[t-mccl@tc.umn.edu](mailto:t-mccl@tc.umn.edu)

**Chad Gilman**  
612. 625-9054  
[gilma003@umn.edu](mailto:gilma003@umn.edu)

**Kate Brownrigg**  
612. 624-7061  
[brown315@umn.edu](mailto:brown315@umn.edu)

## **An Introduction to MLAC:**

Minnesota Library Access Center is operated by MINITEX Library Information Network that provides a secure, climate-controlled environment for high density storage of important but less frequently used collections owned by libraries throughout Minnesota. Materials in MLAC are available to all Minnesota residents and students.

### **MLAC provides:**

- Storage for approximately 1.2 million volumes from around the state.
- A constant year round temperature of 62 degrees F and an average humidity of 50%.
- Collection security through a sophisticated key card system and no direct public access to the shelves.

### **How MLAC Works:**

- Materials are sorted by both width and height to achieve the highest storage density possible.
- Items are then placed in acid free cardboard trays.
- Each tray is assigned a shelf location. Every item in the tray receives a label that identifies the tray in which it is stored.
- The record for each item in a tray is updated to indicate the assigned tray as the item call number.
- The tray is shelved in its designated location.
- MLAC staff can process up to 30,000 items a month.

### **MLAC Limitations:**

- MLAC is designed for paper based storage. Its ability to handle other materials or even non-standard paper formats is limited. A decision to accept those materials is made on a case-by-case basis by MLAC staff.
- At the present time, MLAC does not provide preservation services for deposited materials. However, MLAC staff can advise libraries on best practices for evaluating condition, cleaning, and protecting the text block of items for deposit.
- Periodicals are limited to either use in Andersen Library or photoduplication of articles. Ready access to periodical articles is an important factor for all library users.

## Item Selection Criteria

Books, magazines, and other library materials may be stored in MLAC. Deposited items must have been determined to have lasting value; permanent storage is not a substitute for responsible de-acquisition decisions. The staff reserves the right to reject material, which, in its judgment, is either too fragile for use, is in very poor condition, or is not suitable for high density storage. Retention of multiple copies is at the discretion of the MLAC staff. Libraries electing to deposit material in MLAC will retain ownership of their materials.

### Types of material suitable for MLAC storage:

MLAC is only suitable for storing low use items.

All print-based materials will be considered for deposit. While MLAC is designed primarily for print and paper-based materials, other formats will be accepted if they meet the standard for high density storage.

An item is a candidate for high density storage if it can be sorted by its physical factors to fully utilize shelf space. Examples of formats not suited for high density storage are motion picture film, maps, and data tapes. Items can be rejected if the physical dimensions of the collection or the weight of the media make high density storage impractical. A few non-standard items from an otherwise acceptable collection may be included if approved by MLAC staff.

### Material Types

- Books – yes
- Unbound periodicals – with limitations
- Bound periodicals – yes
- Bound newspapers – with limitations
- Unbound newspapers – no
- Archival collections – no
- Realia or artifacts – no
- Microfilm – with limitations
- Photographic film (all types) – no
- Microformats – with limitations
- Video or audio tape – no
- Data tape – no
- Maps – no

### Condition of Material

All items must be free of loose dust and debris. No items with mold, mildew, or insect infestation will be accepted. Items must either have an intact text block or appropriate enclosure. Items with detached pages are allowed provided the pages remain in the text block.

### Duplicate or Multiple Copies

MLAC staff reserves the right to reject an item if a duplicate item in better condition has been deposited.

## Completing the Deposit Request Form:

Once a library identifies material to store in MLAC, staff should complete and submit the Collection Deposit Worksheet at the end of this packet. Please submit the form at least 30 days in advance of planned collection delivery. Depending upon workload, MLAC staff may limit the amount of material that can be delivered at one time.

*Complete this form even if you are unsure whether the format or condition of materials meets storage criteria. MLAC staff will try to accept various formats if the material can conform to high-density storage requirements and meet other requirements for deposit.*

**Description of materials to be Deposited:** Include the format and type of material, the collection of origin, and a general description of condition. For example:

Bound periodicals from local storage, brittle paper but intact text blocks.

~ or ~

Newspapers on 3.5 inch microfilm reels, each reel separately boxed from library's periodical collection.

**Estimate of Quantity:** This is required so MLAC can estimate the amount of space the collection will require and estimate the time it will take to process. Any of the three measurements listed on the Deposit Request Form are acceptable. *Please note: we cannot accept title counts.*

**Loan Period:** Except for periodicals, which are limited to photocopy or Andersen Library use only, the depositing library can specify either a 6 week loan to all borrowers or a six week loan for "In Library Use Only" at the requesting library. Materials that have different lending policies should be packed separately and indicate which loan length applies.

**Format Exceptions/Special Needs:** If the items to be deposited are all or in part non-paper based or have at least one dimension greater than 32 cm., note that here even if it is mentioned under the description of materials. Also list any special requirements for handling or storage.

**Requested Delivery Date:** This is the approximate ideal date for the depositing library to deliver the materials to MLAC. *The actual date will depend on MLAC workload.*

**Delivery Method:** The depositing library is responsible for all costs associated with delivery of material to MLAC. MINITEX will assist in arranging delivery if requested.

**Deposit Request Approval:** After the Minnesota Library Access Center Collection Deposit Worksheet is received by MLAC staff, it will be reviewed to assure that the material is suitable for high density storage, that the records format is compatible, that the required shelf space is available, and that the delivery date does not conflict with other collection deliveries. Any questions or problems must be resolved before the request is approved. MLAC staff will make a concerted effort to fulfill a request, but it may be necessary to develop a creative solution or compromise. Once approved, a memorandum of agreement will be prepared for signing by MINITEX and the depositing library.

**Collection Preparation:** Before a collection is moved, it must be dusted and inspected for mold or infestation. Under no circumstance will items with obvious mold bloom or active insect infestation be added to MLAC. If possible, collections should be kept in shelf order during preparation and the move. MLAC will page materials from collections held for processing.

**Local Records:** The decision to maintain records for MLAC items in the depositing library's catalog is at the discretion of library staff. Please remember that the depositing library retains ownership. If local records are maintained, MLAC advises *but does not require* that the records indicate both local ownership and off-site storage.

**Delivery Arrangements:** Shipping costs depend on weight and distance. At the present time MINITEX can assist in getting hundred-weight U.P.S. delivery at a competitive cost. Twin Cities area libraries may choose to arrange direct delivery of their materials to MLAC. In all circumstances, MLAC should be notified of the delivery arrangements and estimated time of arrival at MLAC. MLAC is a secure facility and deliveries could be held up if the transport cannot enter the facility.

**Packing items for MLAC Delivery:** Unless a professional moving company is hired to haul the collections, the job of packing is the depositing library's responsibility. An inventory is not required by MLAC but may be done if considered useful by depositing library staff. There are three options for packing:

**Gondolas:** These resemble oversized book trucks made of plywood. Because of the high capacity and ease of loading, this method is ideal for moving a large number of volumes. MINITEX has access to a few gondolas for local use or they can be rented from moving companies (depending on the moving company, these are also known as carts, box trucks, or book trucks). Transporting gondolas requires a loading dock at the depositing library and a container truck. Remember that rented gondolas must also be returned to the rental company.

**Boxing:** This is a simple option that can get complicated and time consuming. Please use boxes that have uniform dimensions and are no larger than 1.75 cubic feet. Pack the boxes as full as possible. During transport the boxes will likely be stacked; boxes of different sizes or not completely filled increase the chance of boxes falling over and damaging the contents. Label the boxes sequentially. It is not necessary to indicate the total number of boxes on each box, instead include a separate total count.

**MINITEX Bins:** Small quantities of books for MLAC can be added to the MINITEX courier bins but must be clearly marked for MLAC accession.

**Shipping Manifest:** Please include a separate manifest indicating the total number of gondolas or boxes shipped, the library of origin and a contact person. Attached is a map and directions to the MLAC loading dock for delivery personnel.

## Other Issues

**Imbedded Security Devices** such as tattletape are not a concern for MLAC. MLAC staff accepts material with or without these security measures. However, since MLAC does not de-sensitize or de-program items, this may cause conflicts with a borrowing library's security control system.

**Preservation or Conservation** is not provided by MLAC. This includes phase conservation measures such as portfolios or enclosures. MLAC staff may be able to assist depositing libraries in preparing items provided arrangements are made in advance.

**Ownership** is retained by the depositing library. This means that the depositing library can return to its on-site collections anything it has deposited in MLAC.

**Items not Returned by Patron** conforms to other MINITEX policies or arrangements.

## Requesting Items for Use from MLAC

### General Requests

All library users can request materials from MLAC via MINITEX. However, use of periodicals is restricted to Andersen Library or photocopying. Items that are limited to "In Library Use Only" can be delivered off site for use in another library. Patrons intending to use items at Andersen Library or a University of Minnesota, Twin Cities Campus library should request items at least one day in advance via the online MLAC request form available through the University Libraries' web site. *Please advise users that MLAC staff pages Monday through Friday only and is not able to offer on-demand paging at this time.*

### Direct Requests

Libraries may directly request items they have deposited into MLAC this includes items that would not normally circulate. Request should be submitted via email to [mlacreq@umn.edu](mailto:mlacreq@umn.edu). The request should include the title, author, any volume number, and the local item barcode. The request should also list the name of the library. Email requests are paged mornings, Monday through Friday and delivered through the standard MINITEX delivery route.

## Permanent Return of Items to Depositing Library

These are the main conditions under which items may be returned to the depositing library:

- The depositing library can reclaim any item it has placed into MLAC for any reason.
- MLAC staff may return to the depositing library items that are found to have high use by the depositing library's patrons.
- The item is found to be unsuitable for MLAC storage.

Items to be returned to the depositing library will be de-accessioned from MLAC and delivered to the library through the most cost-effective means.

## Bibliographic & Holdings Records

### 1. General Policy

Depositing Libraries normally do not need to supply bibliographic records. Electronic copies of bibliographic records are necessary for titles or collections not held by the University of Minnesota Twin Cities Libraries or listed in either OCLC or RLIN.

### 2. Records listed in the University of Minnesota Catalog

**Records for all titles in MLAC will be included in the University Libraries – Twin Cities catalog, popularly known as MnCAT. Items from Greater Minnesota libraries in MLAC will be listed in MnCAT either by:**

- Using existing bibliographic records but adding a unique holdings record indicating the library of origin.
- Importing from OCLC or RLIN the bibliographic record and adding a unique holdings record indicating the library of origin.

### 3. Record Selection

MLAC staff will attempt to choose the bibliographic record that matches the description in the online catalog of the depositing library. Some fields such as call number and local notes are not considered when selecting the bibliographic record.

### 4. Volume Holdings

MLAC staff will create MARC holdings records for sets and serials. Summary holdings data for these records will appear in the public OPAC. For large serial sets, MLAC may maintain individual volume information in a separate database not available to the public. In these instances, summary holdings will display in the OPAC but not individual items.

### 5. Call Numbers

Each item will be assigned a call number that designates its zone, row, division, shelf, and tray location in the MLAC cavern. E.g.:ZA R10 D30 S01 TC = zone A, row 10, division 30, shelf 1, tray C. This is also known as the tray number.

### 6. Circulation Barcodes

MLAC staff may attach Code 39 circulation barcodes to items for inventory control within MnCAT. Both tray labels and item barcodes will be labeled **Minnesota Library Access Center** to assist with return of materials to the correct location.

### 7. Availability of Recent Deposits

Items are unavailable for paging until fully accessioned into MLAC. Processing can take anywhere from three days to several months depending on the quantity deposited at one time. Large deposits at one time will be stored in MLAC as staff work through the backlog. The type of material also affects processing time. In general, serial sets can be processed faster than monographs.



## **Minnesota Library Access Center** **Operating Principles and Guidelines**

April 24, 2002

*REVISED*

### 1. Minnesota Library Access Center

1.1 Introduction --The Minnesota Library Access Center (MLAC) is one of the units of the Elmer L. Andersen Library at the University of Minnesota, Twin Cities Campus. In addition to MLAC, Elmer L. Andersen Library houses eight special collections and archival units of the University of Minnesota and the central office of the MINITEX Library Information Network. The Library is designed to address both a campus need and a statewide library need:

- a) It enables the University of Minnesota, Twin Cities Libraries to consolidate important archives and special collection into a designated climate-controlled facility.
- b) Through MLAC, it provides high-density storage space for important, but less frequently used collections owned by the University of Minnesota and other libraries throughout Minnesota.

MLAC provides an ideal climate and environment for print-based media.

Completed in 2000, the Elmer L. Andersen Library was funded through bonds approved by the Minnesota Legislature in 1996.

1.2 Vision -- As a shared depository for infrequently used library materials of importance to the people of Minnesota, the Minnesota Library Access Center will provide a climate controlled environment and make the deposited items accessible for use.

1.3 Description -- Libraries may store important, but less frequently used collections in MLAC provided the materials:

- a) may be borrowed by other libraries for use by their patrons.
- b) are not so fragile as to be unsuitable for use.
- c) are compatible with high-density storage practices.
- d) are print based.

No other restrictions apply, and no fees will be assessed for collection storage by Minnesota libraries.

Individual libraries decide which items will be transferred to MLAC using established guidelines and their own criteria.

As a working guideline to determine overall space allocation, materials of the University of Minnesota, Twin Cities Libraries will occupy approximately 60% of the MLAC facility, and material from other Minnesota libraries will occupy the remaining 40%. MLAC's planned capacity is 1.2 million volumes.

o

1.4 Governance

The University of Minnesota Librarian shall be responsible for administering MLAC. MINITEX is assigned the responsibility for managing the facility's day-to-day operation. The MLAC Advisory Board is charged with developing guidelines and providing the vision for MLAC.

**Collections**

2.1 Introduction -- As a depository dedicated to resource sharing, MLAC provides rapid and efficient access to stored materials. Books, magazines, and other print-based library materials may be stored in MLAC. Deposited items must have been determined to have lasting value; permanent storage is not a substitute for responsible deacquisition decisions. The staff reserves the right to reject material, which, in its judgment, is too fragile for use, is in very poor condition, or is not suitable for high-density storage. Duplicates of the same title or same edition may be retained at the discretion of the MLAC staff. Libraries electing to deposit material in MLAC retain ownership of their materials.

2.2 Liaison Depositing libraries shall designate a liaison with whom the MLAC manager or staff can coordinate activities and contact with questions to resolve record problems.

2.3 Material Appropriate for Deposit -- All print-based materials will be considered for deposit. While MLAC is designed primarily for print and paper-based materials, other formats will be accepted if they meet the standard for high-density storage. Volumes that are grossly unshelworthy or in advanced state of deterioration may be returned to the depositing library.

An item is a candidate for high-density storage if it can be sorted by its physical factors to fully utilize shelf space. Examples of formats not suited for high-density storage are film, maps, and data tapes. No audio or video material, slides, realia, or archival collections will be accepted. (Exceptions to normal material acceptance criteria will be made at the discretion of MLAC staff.)

2.4 Condition of Deposited Materials -- MLAC does not provide preservation or cataloging services for deposited collections. The depositing library should properly prepare items before MLAC accessioning.

2.4.1. All volumes sent to MLAC must be cleaned to MLAC standards. Books with mold, insect infestation, or loose debris will not be accepted. To assist in cleaning volumes for shipment, MLAC can, upon request, loan depositing libraries HEPA vacuums.

2.4.2. Books in marginal condition or slightly damaged should be enclosed in archivally appropriate enclosures, acid-free boxes, archival quality polybags, or acid-free phase boxes to preserve the dust-free environment. MLAC staff shall have discretion to accept or return items lacking appropriate enclosures.

Examples of damaged and/or fragile materials that may not be accepted include:

- a) Text block and covers have separated.
- b) Soft covers are torn or coming off.
- c) Individual pages are falling out of the item.
- d) Disintegrating text block due to brittle paper or other causes.
- e) Spines are broken.

- 2.4.3 All volumes should be property stamped or otherwise labeled for ownership.
- 2.5 Duplicates: Duplicates of the same title may be accepted at the discretion of MLAC staff. However, MLAC staff reserve the right to de-accession duplicate titles with approval of depositing library.
- 2.6 Bibliographic Records-- All deposited material must have bibliographic records conforming to standards and guidelines developed by the MINITEX/LDS Joint Standards Review Task Force. Systems staff for depositing libraries shall discuss the bibliographic records available for their materials with the MnLINK coordinator at the University of Minnesota Libraries, Twin Cities, before sending material for deposit. (A separate document, "Requirements for Contribution of Bibliographic Records," provides guidelines concerning the format and submission of these bibliographic records.)
- 2.7 Ownership of Materials -- Depositing institution retain ownership of materials it sends to MLAC. To assure appropriate use of MLAC, it is expected that deposited materials are intended for permanent storage. Deposited materials may continue to be counted among the holdings of the depositing library. MLAC will assume ownership of volumes accessioned from a non-library source.
- 2.8 Catalog or Inventory Control System -- MLAC will use the system designated by the University of Minnesota Libraries, Twin Cities, working cooperatively with MINITEX.
- 2.9 Scheduling -- Immediacy of need for deposit in MLAC, availability of space in MLAC, and MLAC operating requirements will be considered when scheduling receipt of deposits. MLAC staff will set the amount of material received per shipment.
- 2.10 Accession Process -- MLAC staff will:
- Process items for storage, which includes inspecting, sizing, boxing and shelving.
  - Prepare records as needed for on-line catalog.
  - Implement a record-keeping process for stored materials to ensure timely and accurate retrieval.
  - Maintain statistics and perform quality control reviews.
- 2.11 Maintenance of the Collection/Preservation -- MLAC staff will monitor for climate control, fire protection, and security safeguards. Deposited materials will be handled in a manner consistent with preservation of the items.
- 2.12 Permanent Return to Depositing Library -- If needs change, staff of depositing institutions may request that an item be removed from MLAC and be returned by submitting a written request to the MLAC manager on their library's stationary.
- If the item is in MLAC, it will be processed and returned to the depositing library.
  - If the depositing library has already checked the item out from MLAC, only the written request is required to remove the record from MLAC inventory software.
  - If another library has borrowed the item from MLAC, it will be recalled for the depositing library.
- 2.13 Setting Lending Policy - Unless otherwise specified by the depositing library, monographs circulate for six weeks and periodicals are limited to Elmer L. Andersen Library use only. Second copies of periodicals may be given one-week loans if appropriate.

**Access to Collections**

- 3.1. Introduction – Primary access to materials deposited in MLAC is through lending and photocopy services to individual users through their local libraries. MLAC performance targets call for material requested through interlibrary loan by noon to be sent out the same day. Materials in MLAC may be used by any library user on-site in Andersen Library.
- 3.2. Operation for Access -- MLAC staff will:
- a) Retrieve requested items from the stacks.
  - b) Check out items
  - c) Prepare items for shipment via the appropriate delivery method.
  - d) Process returned items.
- 3.3. Collection Access
- 3.3.1 Reading Room Use: All library users may use the reading room for any MLAC materials Monday through Friday.
- 3.3.2 Stack Access: There is no stack access to the materials in storage.
- 3.3.3 Paging & Retrieval: Anyone can request items from MLAC either through their local library's procedures for intralibrary loans or interlibrary loans through MINITEX. On demand paging is not available at this time.
- 3.3.4 Lending:
- Direct lending at Andersen Library is not offered. Patrons may check out MLAC materials from their home library in accordance with that library's policies.
- 3.3.5 Loan Periods: Lending is dependent on the type of item and the strength of MLAC holdings.
- Monographs: circulate as standard interlibrary loan items.
- Periodicals:
- First copy is restricted to use in Andersen Library.
  - Second copy as identified by MLAC circulates for one week.
- Reference material and other selected material: circulation defined by depositing library.
- Restricted to use in Andersen Library.
  - Restricted to use in another library in the state.
- 3.3.6 Photocopy: There will be a coin-operated photocopy machine available, which also will use a standard U of MN library copy card.

Elmer L. Andersen Library  
 222 21<sup>st</sup> Ave South  
 Minneapolis, MN 55455  
 612.625-6828 ~ 612.626-8695



From St. Paul:

Take **I-94 West** to the **Cedar Exit**. Turn right on Cedar and go to **Washington Avenue**. Turn right on Washington Avenue and then left onto **19<sup>th</sup> Avenue South**. Go one block to the intersection of 19<sup>th</sup> Avenue South and **2<sup>nd</sup> Street South** where 19<sup>th</sup> Avenue South splits into two roads. Follow the road north for one block and then take a right at **1<sup>st</sup> Street South**. Continue along 1<sup>st</sup> Street South as it gradually curves south until you reach the portal entry of the Cavern Level.

#### From Minneapolis:

Take **I-94 East** to the junction of **35W North**, take the 35W exit and remaining in the far right lane take the **3<sup>rd</sup> Street/West Bank/East Bank Exit** following the West Bank Exit to Washington Avenue. Turn right on Washington Avenue to the 7 Corners junction and turn left onto **19<sup>th</sup> Avenue South**. Go one block to the intersection of 19<sup>th</sup> Avenue South and **2<sup>nd</sup> Street South** where 19<sup>th</sup> Avenue South splits into two roads. Follow the road north for one block and then take a right at **1<sup>st</sup> Street South**. Continue along 1<sup>st</sup> Street South as it gradually curves south until you reach the portal entry of the Cavern Level.

*If the service door is locked, call the posted numbers for access.*

**Memorandum of Agreement**  
**(prepared by MINITEX)**

**MINNESOTA LIBRARY ACCESS CENTER AGREEMENT**

The holding and storage of collections by the Minnesota Library Access Center is a service provided at no cost to the depositing library. The depositing library is responsible for all costs related to preparing and shipping of materials to MLAC.

Deposited collections will continue to be owned by the depositing library. The collections will be managed and circulated by MLAC staff according to the approved guidelines stated in the Minnesota Library Access Center Operating Principles and Guidelines.

The depositing library will accept the return of items determined by MLAC to be unsuitable for storage. These items will be returned using the MINITEX Delivery System.

The depositing library accepts liability for all lost or damaged materials.

The University of Minnesota, Twin Cities, online catalog will maintain a listing of all materials stored in MLAC.

This agreement represents only the items contained on the attached MLAC Collection Deposit form.

Any change in this agreement must be requested in writing.

*Date that materials were delivered to MLAC:*

**DEPOSITING LIBRARY**

Name \_\_\_\_\_

By \_\_\_\_\_ Date \_\_\_\_\_  
Library Director

**MINNESOTA LIBRARY ACCESS CENTER**

By \_\_\_\_\_ Date \_\_\_\_\_  
William DeJohn  
Director, MINITEX



## Minnesota Library Access Center Collection Deposit Worksheet

Depositing Library: \_\_\_\_\_ Date: \_\_\_\_\_

Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_ Fax Number: \_\_\_\_\_



1. Description of Materials to be Deposited (*complete separate forms for each collection*)

2. Are these items listed in a web-accessible catalog? yes  no

What is the URL for the catalog? http://\_\_\_\_\_

Once transferred to MLAC, how will these items be listed in your catalog?

3. Estimate of Quantity (volume count, piece count, or linear measurement)

4. Loan Period:  Standard 6 Week  In Library Use Only

*All periodicals are restricted to Andersen Library use only.*

5. Format Exception/Special Needs:

6. Requested Delivery Date: \_\_\_\_\_

7. Delivery Method:  Arrange by MLAC/MINITEX (depositing library pays all costs) Payment Method: \_\_\_\_\_

Arrange by depositing library

Other: \_\_\_\_\_

### To be Completed by MLAC Staff

Collection Description Approved  Loan Period Approved

Format Exception(s) Granted  Delivery Date: \_\_\_\_\_

(*Written agreement attached*)

Name: \_\_\_\_\_

Quantity Approved

Date: \_\_\_\_\_

