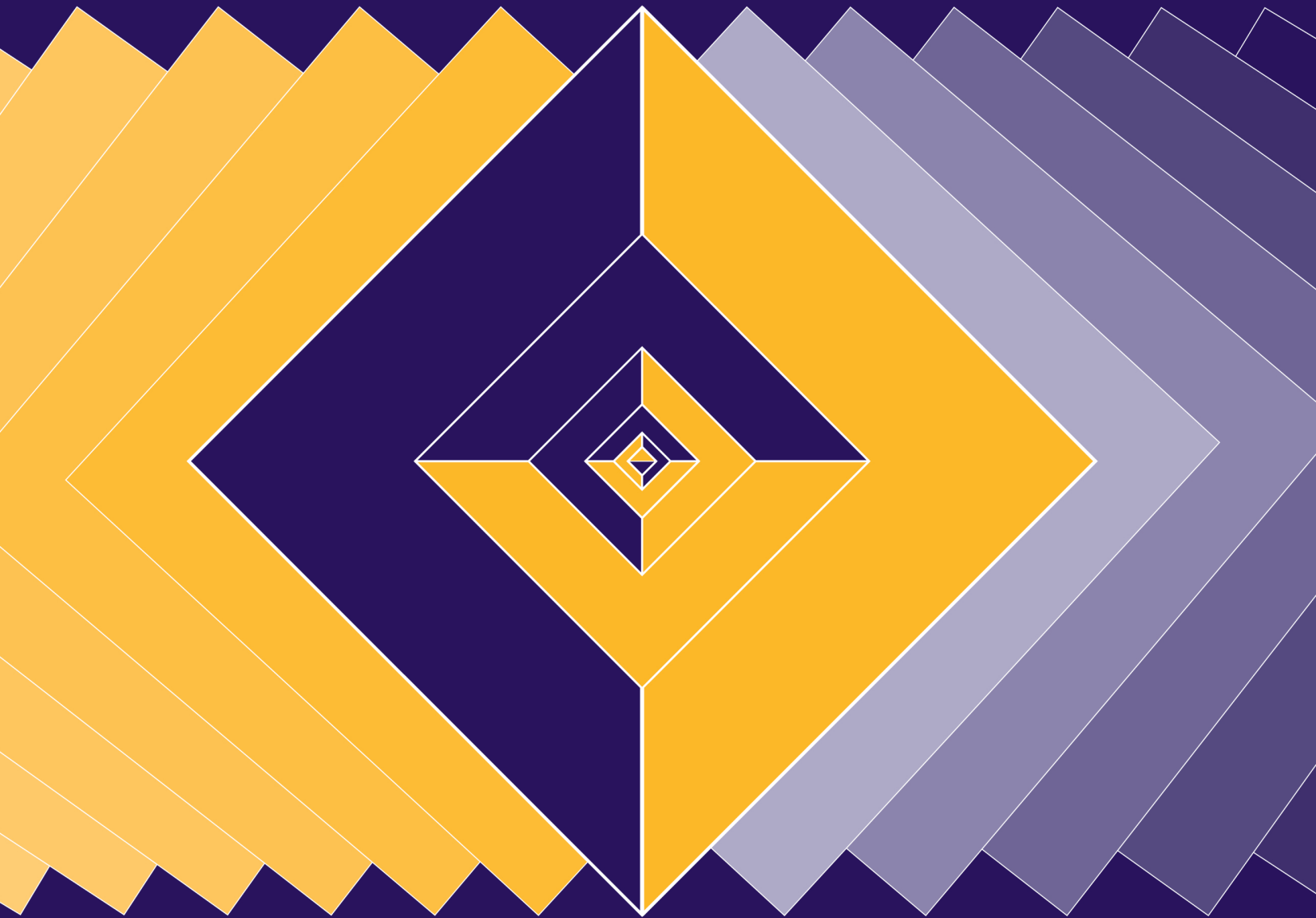# SPEC

Kit 337

Print Retention Decision Making

October 2013

ASSOCIATION OF RESEARCH LIBRARIES

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SPEC Kit 337

Print Retention Decision Making
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ASSOCIATION OF RESEARCH LIBRARIES

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SURVEY RESULTS

REPRESENTATIVE DOCUMENTS

SELECTED RESOURCES

SURVEY RESULTS

EXECUTIVE SUMMARY

Introduction

ARL has conducted a number of SPEC surveys about remote shelving that focused on physical facilities, selection of materials, user access, services, and cost, but those represent print collection management decisions in the pre-electronic back-file, pre-Portico, and pre-HathiTrust era. The idea for this survey came from the experiences of the authors as they attempted to manage major projects related to collections space planning, on-site shelving for materials, off-site shelving of materials, and the formation of a collaborative print collection with another research university. These activities were undertaken simultaneously and with some inflexible, externally imposed deadlines. The first step in determining the best course for print retention decisions was a literature review, and the authors discovered that most of the literature related to these decisions was created more than 10 years ago, which represents a very different time for libraries and collections. This survey investigates whether print collection management strategies have changed since the last SPEC survey in 2006. The intuitive notion was that many of the concerns regarding the availability of stored materials would have been abated by the widespread electronic availability of content and by the simple reality that many libraries' print journal and government documents collections are no longer growing significantly and are appropriately dubbed "legacy" collections.

This survey was distributed to the ARL member libraries in June 2013 and these results are based on data submitted by 65 of the 125 ARL member libraries (52%) by the deadline of July 15, 2013. The survey asked respondents about print retention decision making strategies related to storage of materials in three different types of facilities or circumstances: on-site, staff-only shelving, remote shelving, and collaborative retention agreements. The survey also examined the decision making and practices surrounding the deaccession of library material. Because in many cases the decision to retain certain materials will imply a decision not to retain other materials, the survey concluded with questions regarding deaccessioning strategies for print materials at member institutions. For each retention or deaccession strategy, the survey explored the type of on-going or project-based nature of the work, the involvement of stakeholders, the selection process and criteria for materials to be retained or deaccessioned, the communication strategy with internal and external audiences, and the responses from the libraries' internal and external audiences to these endeavors.

The Print Retention Landscape

All but four of the respondents indicated that their library had recently been involved in activities to either relocate or deaccession print materials. Of the 61 libraries (94%) that had participated in these activities in the last two years, 30 have sent print material to on-site, staff-only shelving, 45 have sent material to remote shelving, and 53 have deaccessioned print items. The great majority of libraries (between 77% and 84%) have managed this work through a combination of both on-going and project-centered processes. Forty libraries have collaborative retention agreements, and 33 of these have deaccessioned print material.

Stakeholder Involvement

The involvement of stakeholders varies slightly across the storage or deaccession decision scenarios. Senior

library administrators and library directors were most often identified as the champion of a strategy. Library directors, senior library administrators, and university administrators were involved with budget decisions for shelving facilities, but non-library stakeholders were rarely involved in budgeting for deaccessioning activities. Senior library administrators were most involved with policy decisions, and had input from directors, subject selectors/bibliographers, and preservation staff. They also worked with selectors and preservation staff on procedures. Only a small number of respondents reported involving any other categories of stakeholders in the initial strategy decision making.

The development of criteria for the selection of materials, across the scenarios, rests to a high degree with subject selectors and bibliographers. However, senior library administrators also play key roles across the different tasks associated with the selection of materials for either storage or deaccession. Twenty-three respondents (38%) involved faculty in the decisions to move items to storage or deaccession them, ten of these asked faculty to review lists of recommended materials, at least until these became routine activities. Only six asked faculty to help develop selection criteria.

Strategies and Considerations for Including or Excluding Materials

All but a few respondents use a combination of strategies to select print materials for storage or deaccession. Strategies for identifying items for local, staff-only shelving differ only slightly from the strategies used for identifying materials for remote shelving. For local shelving, selection based on a group or collection of materials is used somewhat more often than title-by-title review using lists; for remote shelving, the opposite is true. This difference may be a reflection of a perceived lower risk of inaccessibility in local shelving. Relying on system-generated lists of titles and reviewing items title-by-tile at the shelf are somewhat less-used strategies for storage decisions. Deaccession decisions rely more on title-by-title review, either of lists or at the shelf.

The criteria used to generate lists of titles for review also differs depending on whether items are being selected for storage or deaccession. Publication date, circulation history, format, condition, and subject area were commonly reported criteria for storage decisions. Duplication in either print or electronic format was overwhelmingly the reason for deaccession. Only rarely was low-use mentioned as a criterion for deaccession.

Certain materials are excluded from consideration for local, staff-only shelving, remote shelving, or deaccession, although the types of materials and reasons for exclusion vary widely. Format is the most common reason to exclude materials from local shelving, while condition of materials is the most common reason they are excluded for consideration for remote shelving. Finally, the subject area of the material is the most common reason materials are not considered for deaccession.

The Importance of Electronic Content in Decision Making

The importance of electronic collection content to print retention decision making was heavily underscored in this survey. From the perspective of serving users, it is not surprising that of the 22 respondents (82%) who stated that they did not consider availability of content in secure print archives when making decisions to transfer to on-site shelving, 16 did consider the availability of electronic surrogates in making the decision to store items on-site. The decision making is similar for remote shelving; of the 28 who don't consider whether items are available in print repositories, 23 do consider the availability of electronic formats. However, it is interesting that 25 respondents (49%) did not consider the availability of content in other print repositories when making deaccession decisions, while 47 (90%) did consider the availability of electronic surrogates in making the decision to deaccession.

Further, 62 of the responding libraries (97%) reported having policies that encourage acquisitions of serials in electronic format and 53 (83%) have policies that encourage acquisition of monographs in electronic format. This would suggest that the future of print management strategies will include a focus on an ever-shrinking proportion of print library materials.

Communication

Across strategies, the responsibility for communicating libraries' plans for including materials in local shelving, remote shelving, or deaccessioning them rests primarily with the collection development department. However, for decisions involving moving materials to remote shelving or deaccessioning, it becomes more likely that library administration will take on some responsibility for communication.

The most common communication strategy, regardless of the action being proposed, is presentations to groups. Libraries' websites are also commonly used. Respondents reported using communication strategies to reach external audiences to a much higher degree for moves to remote shelving than for deaccession initiatives.

Attitudes and Resistance

At first glance, it was surprising that 54% of the respondents had experienced resistance to on-site shelving plans and 70% of the respondents reported resistance to remote shelving plans, while the percentage reporting resistance to deaccession plans was only 58%. While this is an area for further study, some potentially likely scenarios are that materials selected for deaccession may be in categories that do not raise as many concerns for users. Examples of this could be materials duplicated in print or electronic formats, materials that are deemed damaged beyond repair, or materials that are dated but with seemingly small historical value.

Overall, 48 respondents reported some resistance and 13 reported no resistance to decisions about print material disposition. Of the libraries that reported resistance, 15 experienced resistance to one strategy, but not another. Respondents' comments indicate that initial concerns about print material strategies have been alleviated over time by positive experiences with the outcomes.

Collaborative Retention Agreement Strategy

For the purposes of this survey, a Collaborative Retention Agreement was defined as a commitment by one partner to retain a specific volume so that another partner may deaccession or store their duplicate copy. The focus of this question was on agreements independent of shared shelving facility agreements. The majority of respondents (40, or 66%) indicated that their libraries participate in these arrangements. They reported using a number of different agreements, including major regional endeavors such as the Western Regional Storage Trust (WEST) and the Association of Southeastern Research Libraries (ASERL) Collaborative Journal Retention Program. Other respondents noted agreements that cover two or three libraries or library systems, such as the collaborative agreement between the University of Iowa, Iowa State University, and the University of Wisconsin. It seems that there is a degree of redundancy among agreements, which is logical given both the scale of preservation that needs to occur and the varied nature of these arrangements. This strategy is an area where further evolution and development is expected. For example, ASERL and the Washington Research Library Consortium (WRLC) have recently agreed to share their print journal archives under a new agreement called Scholars Trust.

Conclusions

Striking the right balance of continued ownership, access, and preservation of print materials is one of the many challenges 21st Century research libraries face. Off-site shelving, collaborative retention agreements, and careful deaccession are the existing pragmatic answers to the question, "Can research libraries simply keep adding print holdings forever?" This survey confirms that these practices are now an entrenched part of the work of libraries and also shows that, when responsibly administrated, the libraries' constituents view these activities as acceptable. As libraries strategically and creatively think about how to best provide access to materials and serve their long term obligations to preserve content, this SPEC Kit provides a snapshot of best practices as of 2013. Going forward, the trajectory seems to be toward highly collaborative and distributed ownership of legacy print materials. Areas for continued monitoring include the evolution of electronic and print archiving programs and the impact that these changes will have on local or consortial decisions regarding print retention plans.

SURVEY QUESTIONS AND RESPONSES

The SPEC Survey on Print Retention Decision Making was designed by **Scott Britton**, Associate University Librarian for Instruction, Access & User Engagement, Boston College, and **John Renaud**, Assistant University Librarian for Research Resources, University of California, Irvine. These results are based on data submitted by 65 of the 125 ARL member libraries (52%) by the deadline of July 15, 2013. The survey's introductory text and questions are reproduced below, followed by the response data and selected comments from the respondents.

In FY 2007–2008 ARL academic libraries reported for the first time that expenditures for electronic resources exceeded 50% of the library materials budget, on average. That average now exceeds 65% and ranges from a low of just under 30% to a high of nearly 99%. While the percentage of library materials budgets dedicated to electronic resources has increased, data indicates a decline in the use of legacy print materials (See: Anderson 2011, http://www.libraryjournal.com/lj/home/890835-64/print_on_the_margins_circulation.html.csp)

Along with the shift in material formats has come a transformation in library services that is leading libraries to seriously reconsider how existing space is used. Whether in response to pressing space constraints or to long range planning for repurposing space, for many years research libraries have been relocating materials to non-browsable, staff-only shelving facilities both on and off-campus, systematically deaccessioning print materials from their collections, and developing collaborative retention agreements with consortia and other partners.

ARL has conducted a number of SPEC surveys about remote shelving that focused on physical facilities, selection of materials, user access, services, and cost, but those represent print collection management decisions in the pre-electronic back-file, pre-Portico, and pre-HathiTrust era. This survey investigates whether print collection management strategies have changed since the last survey in 2006 and focuses on the range of stakeholders, the print retention decision-making process, and successful strategies for communicating decisions to users. Questions cover four print collection management strategies: moving items to staff-only, on-site shelving; moving items to a remote shelving facility; participation in a collaborative retention agreement (i.e., a commitment by one partner to retain a specific volume so that another partner may deaccession or store their duplicate copy); and deaccessioning.

Information on how libraries are currently responding to their new reality will help libraries make appropriate decisions regarding the retention of print materials. As counterintuitive as it may seem, strategies to address print collection issues remain paramount as libraries work to make their spaces and collections dynamic for 21st century users.

PRINT MATERIAL RETENTION ACTIVITIES

1. Within the past two years, has your library been involved in activities to determine whether print materials should be relocated to a staff-only, on-site shelving area, or a remote shelving facility, or considered for a collaborative retention agreement, or deaccessioned? N=65

Yes	61	94%
No	4	6%

    If you answered "Yes" above, when you click the Next>> button below you will skip to the section **On-site Shelving Strategy,** the first of four sections on each print retention strategy.

    If you answered "No," when you click the Next>> button below you will skip to the section on **Managing the Growth of Print Materials.**

ON-SITE SHELVING STRATEGY

2. Does your library send print materials to a staff-only, on-site shelving area, for example, an automated retrieval system, adjacent shelving annex, etc.? N=61

Yes	30	49%
No	31	51%

    If yes, are these decisions part of on-going collection management activities or are they handled on a project basis? N=30

Both on-going and project-based	25	83%
Project-based	4	13%
Part of on-going activities	1	3%

    Comments N=8

    Both on-going and project-based

    Certain categories of new materials are sent to our automated retrieval system (RRS). In addition, there have been several weeding projects that have identified materials for the RRS since the initial load.

    Chiefly print journals. The back files were moved into storage approximately two years ago and new issues of active titles are shelved in storage with the back files as they are received.

    Materials are routinely moved to the on-site shelving area, primarily through annual loads of serial runs.

    Project-based currently, but on-going activity soon.

    Project-based

    Government documents, archival collections

    Mostly consolidation of print holdings, but one branch will close in the near future.

Primarily used as swing space.

Part of on-going activities

We currently have two on-campus, closed-stack shelving facilities. In the coming year we will be a part of two off-site facilities.

If you answered "Yes" above, you will continue to questions about your on-site shelving strategy.

If you answered "No," you will skip to the section **Remote Shelving Strategy**.

ON-SITE SHELVING: STAKEHOLDERS

3. Please indicate which stakeholders were involved in the initial decision to use a staff-only, on-site shelving area to manage print collections, and the role they played. Check all that apply. N=28

Stakeholders	Champion of the strategy	Policy decisions	Procedures	Budget	Design and construction	Other role	N
Senior library administrator	12	21	18	11	14	—	25
Library director	19	13	1	13	7	1	24
Subject selector/ bibliographer	4	13	14	—	1	1	22
Preservation staff	3	12	9	—	3	1	15
University administrator (provost, president, etc.)	4	3	—	11	5	2	15
Property control (or other capital equipment monitoring office)	—	2	2	6	6	1	10
University advisory body (Faculty Library Committee, etc.)	2	6	2	—	—	2	8
Board members/trustees	—	—	—	3	1	1	5
Academic department (English, History, etc.)	1	3	1	—	—	1	5
Other stakeholder	1	5	7	2	4	1	9
Total Responses	25	28	28	21	18	6	28

If you selected "Other role" above, please identify which stakeholder and briefly describe their role. N=5

For the director and university administrator, the other role has been fundraiser.

Head, Database Maintenance, Processing and Bindery: supervises the storage facility operations. Technical and Automated Services: run reports for Library Resources Council.

Trustees would have had to approve construction of the facility. University advisory body: informational, consultative.

University administrator: fundraising. University advisory body, Academic department: assist with policy and service impacts, design advisory, communication, collection policy decisions. Property control: project management, space utilization per campus plan.

If you selected "Other stakeholder" above, please identify the stakeholder. N=9

Collections and e-resources librarian (procedures).

Head, Database Maintenance, Processing and Bindery (other role). In addition to the Head of DMPB, others were involved in establishing the decision some years ago, but their role isn't known.

Middle management (procedures and budget).

Technical and Automated Services (other role).

The off-site storage facility includes archival, special collections, and art objects. Format specialists were involved in establishing policies, procedures, and particularly appropriate design and construction parameters. Senior support staff with experience in collection management and handling were involved in design and construction and establishing procedures. Metadata and systems staff were heavily involved in establishing procedures and implementation of the dedicated system that manages inventory and interacts with the library catalog.

The other stakeholders are the members of a standing committee of libraries' faculty and staff that are charged with RRS materials decision-making.

The physical plant unit on campus played a role in design & construction.

Two stakeholders: Head of Collection Development; Collection Development Coordinator (champion, policy decisions, procedures).

University's facilities management leadership and staff (budget, design and construction).

4. Please indicate which stakeholders are involved in deciding which print materials are selected for the staff-only, on-site shelving area, and the role they play. Check all that apply. N=27

Stakeholders	Develop selection criteria	Select material for transfer	Review/ approve lists of recommended material	Research availability of duplicates in other repositories	Other role	N
Subject selector/bibliographer	17	23	21	8	1	26
Senior library administrator	20	9	11	5	1	23
Library director	6	—	1	—	3	10
Preservation staff	4	5	3	1	1	10
Academic department (English, History, etc.)	3	1	2	1	3	8
University advisory body (Faculty Library Committee, etc.)	2	1	1	—	2	4

Stakeholders	Develop selection criteria	Select material for transfer	Review/ approve lists of recommended material	Research availability of duplicates in other repositories	Other role	N
University administrator (provost, president, etc.)	1	—	—	—	—	1
Other stakeholder	5	5	6	5	3	10
Total Responses	27	26	25	15	7	27

Note: No one selected Board members/trustees, or Property control.

If you selected "Other role" above, please identify which stakeholder and briefly describe their role. N=7

Academic staff can request items be returned permanently from off-site storage. These requests are reviewed by the AVP for Collections.

Circulation staff do a first pass through shelves flagging items that meet the criteria developed by the bibliographers.

Library dean has high-level approval of guidelines for decision making.

Library director: approved policy decisions. Academic departments: consulted on selection criteria.

Library director: champion. Senior library administrator: policy, building logistics. Preservation: oversight. University advisory body, academic department: advisory.

Subject specialists talked with faculty and other users to explain project. Faculty library committee championed the project and talked with colleagues.

Technical and Automated Services: create & run reports; participated in decision making by Library Resources Council.

If you selected "Other stakeholder" above, please identify the stakeholder. N=9

Access Services staff (develop selection criteria, select materials, review/approve lists)

For all facilities, we have always had a shelving selection committee comprised of academic librarians and paraprofessional staff (develop selection criteria, select materials, review/approve lists).

Staff in the Collection Management Section and sometimes other staff work with lists developed based on criteria. They pull and compare pieces for condition review, research duplication, etc.

Standing committee of libraries faculty and staff (develop selection criteria, select materials, review/approve lists, research duplicates)

Student employees do searching (research duplicates).

Technical and Automated Services (develop selection criteria, select materials, research duplicates)

Technical Services staff (review/approve lists, research duplicates)

Technical Services staff generated lists of potential nominees and researched availability of electronic versions.

Two: Head of Collection Development and Collection Development Coordinator (develop selection criteria, review/ approve lists)

ON-SITE SHELVING: SELECTION

5.   Please indicate which strategy is used to select print materials for inclusion in your on-site shelving area. Check all that apply. N=28

Group selection based on type of collection (e.g., age of publication, specific location, specific format)	22	79%
Title-by-title review using lists (no review at the shelf)	20	71%
System-generated list of titles with little or no title-by-title review	15	54%
Title-by-title review at the shelf	13	46%
Other strategy	7	25%

Please briefly describe the other strategy. N=7

A wide range of strategies are used. Generally, criteria are identified to yield sets of items appropriate for remote storage and then when transfers are made, staff are making condition evaluations, etc.

For journals, availability of stable online access.

Group selection based on space requirements in other campus libraries.

Identified categories of materials that should NOT be given priority for placement in the storage annex & types of material that should be given priority.

In the theology library, certain items are automatically sent to the staff-only collection area: theses and dissertations, archival materials, etc. Other items are added on a case-by-case basis.

Lists together with shelf review.

Procedure developed in technical services that is based on format and physical size of the material.

If your selection strategy included lists or was based on type of collection, please describe the list criteria or identify the type of collection. N=21

1) All materials from off-site shelving. 2) Call numbers and publication dates for engineering materials. 3) Online availability for journal back files. 4) All microforms. 5) All government documents except reference/guides. 6) All materials from textiles branch library. 7) Selected special collections.

Chiefly print serials

Collections in branch libraries

Criteria for lists included format, language, circulation history, date of publication, and subject discipline.

Date of publication, condition, scarcity ("medium-rareness")

Examples include: older and less used social science materials; pre-1978 literature in specific languages; selected formats (e.g., vinyl LPs); bound periodicals in some subject areas.

In the medical library, selection was based on linear footage available in on-site storage space. We used publication date criteria and discarded volumes for which library had electronic counterpart and stored those that did not have an e-counterpart. In other libraries, lists were generated based on date of publication and number of checkouts over the last 10, 20, 20+ years.

Items also available electronically were selected by group with the opportunity to opt out or make exceptions.

Journal runs with electronic equivalents, local dissertations, unprocessed government documents, low use archival material

List criteria: circulation history

Low use and duplication are the main criteria for selection. Some items in poor condition (shrink-wrapped) are sent to the facility to minimize further deterioration. Some special collections are stored at the depository. Frequency of use is a general criterion, although condition can play a role.

Most reports identified duplicate holdings across system. One project was entirely based on print duplication. Another is under way, also adding online holdings to the mix.

Our criteria emphasized deciding which materials should remain on open stacks, rather than what should go to off-site storage. Criteria for remaining on stacks were based on supporting key activity of browsing by topic and for new additions. Generally, print materials are kept on the open stacks for 10 years after receipt, materials older than this that have not circulated in the last 5 years are sent to off-site storage. Exceptions are made for certain classes of material, notably items classed in the PN's and play-scripts. This exception was made due to the very diffuse pattern of use, which would have seen a disproportionate amount of this material sent to storage.

Pre-1900 publication date

Print journals, other formats like microfiche (based on publisher and use); archival collections; maps, based on usage.

Serials; reference materials designated for storage

Some indexes, abstracts; digitized series by title

The nature of the list criteria can vary by subject area and/or library. Type of collection may include age of publication, specific format, circulation, date of last circulation, or preservation quality.

The reference collection is reviewed for publication date, duplication, and availability in other formats on an on-going basis.

This varied from library to library, depending on disciplines served, but it would generally be based on publication dates, number of copies in the system, and publication dates.

We use various criteria for storage, too numerous to list here.

6. **Are any print materials excluded from consideration for your on-site shelving area because of their condition, completeness, format, or subject area? N=28**

Yes	13	46%
No	15	54%

If yes, please briefly explain the criteria for excluding material. N=13

Format N=7

Excluded microforms.

Focus is on print serials. Other material types have not in the past two years been routinely moved to storage.

Limited to print monographs and/or serials.

No photographic materials; no monographs, including rare books; no serials from Special Collections

Placed a limit on the number of oversized items, usually no loose issues of periodicals, no microforms, no graduate theses.

Rare books that require security and/or appropriate environmental controls.

So far, no non-paper materials

Condition N=6

Damaged items that need extra protection; items with incomplete bibliographic records.

Had to be mold-free and have a good binding.

Mold or similar damage sent to quarantined storage area.

No brittle books (materials in facility must be service-ready).

Rare or valuable materials

Unimportant material in poor condition

Subject area N=5

For our first facility, we have several titles that were not considered because of the loss of browsabilitiy and other concerns by our patrons.

Full runs of Abridged Index Medicus (AIM) titles are maintained in the medical library.

High-value rare books

Limited to subject targets, particularly areas of over-crowding.

No TR classification of any format

Completeness N=4

Entire sets preferred over individual volumes.

Had to be bar-coded.

Only Last Copy titles are added to the Annex.

Selected superseded material

7. Did your library consider whether the items were available in other print repositories (e.g., consortium holdings, ReCAP, Western Regional Storage Trust, etc.) when selecting them for inclusion in your on-site shelving area? N=27

Yes	5	18%
No	22	82%

    If yes, please identify the print repository. N=5

    > ASERL, WEST, Linda Hall
    >
    > CRL, WEST, CIC shared storage
    >
    > Ohio shared academic compact storage facilities
    >
    > Utah Academic Library Consortium; WEST
    >
    > WEST

8. Did your library consider whether the items were available in electronic format or in an electronic repository when selecting them for inclusion in your on-site shelving area? N=28

Yes	22	79%
No	6	21%

    If yes, please indicate which electronic format or repository was considered. Check all that apply. N=21

Purchased e-format	21	100%
Licensed e-format	17	81%
HathiTrust	11	52%
Portico	10	48%
CLOCKSS	4	19%
LOCKSS	4	19%
Other e-format or repository	1	5%

    Please briefly describe the other e-format or repository. N=1

    > CRL

9. Please indicate which channels are used to communicate to library staff or an external audience the decisions about which print materials to include in your on-site shelving area. Check all that apply. N=28

Channels	Library staff	External audience	N
Presentations to groups	21	12	22
One-on-one meetings	18	8	19
Website	15	11	16
Informational materials	9	8	12
Press releases	2	8	8
Talking points	5	5	7
Other channel	8	7	10
Total Responses	28	23	28

If you selected "Other channel" above, please describe the channel and the intended audience. N=11

Library Staff

Committee reports and written procedures

Staff intranet

There are no regular reports out on the use of the depository to staff. As projects develop, affected selectors are engaged as appropriate, sometimes through meetings, sometimes through one-on-one conversations. For on-going projects, new phases may be managed via email communication. There is no regular reporting on depository activities to external audiences beyond those required for regular budgeting processes. There is an annual budget request prepared as part of a request for state funding. It does not include information about collections added.

External Audience

Limited communication with individual faculty who expressed concern

Online catalog

Informational materials: library annual reports noted that print copies of journals available in full text online would be removed from collection to preserve collection space for a browsable monograph collection particularly in the social sciences and humanities.

Library Staff and External Audience

Department and advisory committee meetings (Senate Library Committee and Faculty Advisory Committees). Subject liaison librarians as communicators.

Email

Email to staff and faculty

Notes in catalog records

Other librarians may be told informally (through email, for example) when older reference materials are sent to storage. Older journals are sent to storage from a branch library on a routine basis and this is stated in the online catalog.

10. What department is responsible for crafting and implementing the communication strategy about which print materials to include in your on-site shelving area? N=20

Associate University Librarian, Collections/Services to Libraries

Because we have had on-site shelving for 30 years, there has been little need for a major communication strategy. If we did, strategy would be set by the dean, the AUL for Collections, or the Library Executive Council. In general, communications are tailored to specific disciplinary audiences by the relevant liaison librarians.

Collection Development (2 responses)

Collection Development Officer, Director of Library, and committee selecting materials going into facility

Collection Management, administration, public relations

Collection Management, External Relations

Collection Strategies

Collection Strategy and Management

Collections

Collections; Communications; Public Services

Communications

Communications Office

Library administration

Mostly done via Library Resources Council or Access Services (Annex policies & web pages).

Our communication strategy is fairly informal and limited to library employees.

Senior administrators, collection management staff

Technical Services Division/Collection Management

The standing committee has made recommendations and been responsible for internal communication. Dean's office has been responsible for external communication.

We don't have a formal communication strategy.

11. Were external sources of information, such as reports from Ithaka, ARL, ALA, OCLC, etc., consulted when developing the communication strategy? N=25

Yes   4   16%
No   21   84%

If yes, please briefly describe which reports. N=4

CRL, ARL, ALA, CIC

Data from ARL about other libraries' storage facilities

OCLC for extent of holdings

OCLC Print Management at Mega Scale, ARL Statistics, Ithaka faculty survey 2012/13

12. Were there any specific challenges in crafting your library's communication strategy? N=24

Yes   5   21%
No   19   79%

If yes, please briefly describe the challenge(s). N=5

Communicating with department chairs has not always resulted in information diffused to larger department.

Communication should have been more proactive and strategic.

Deciding how to describe what a closed facility means for a major research library.

External communication was limited until finalized plans and signed agreements were in place. This led to delay in communication to external stakeholders.

Faculty and grad student unhappiness about the move to storage

ON-SITE SHELVING: RESPONSE TO RETENTION DECISIONS

13. Were there any points of internal or external resistance to transferring print materials to your on-site shelving area? N=28

Yes   15   54%
No   13   46%

If yes, please briefly describe the nature of the resistance. N=15

A few stakeholders felt uninformed about the library's plans. These issues were resolved after specifics of plan and access procedures were clarified to faculty.

Concerns about ease of access (including reliability of automated storage and retrieval system), and some resistance to material not being available for browsing.

Faculty and grad students in affected subject areas were unhappy with the move of resources from open shelving.

Faculty and student desire for immediate open access to materials at the shelves and browsing at the shelves.

Initially, concerns about accessibility of the collections. Users may make requests via an online form and has proven to be mostly a non-issue.

Loss of browsability; loss of open access to run of a serial; loss of open access to some older reference serials

Occasionally, faculty or staff will express displeasure about not having immediate access to some older print materials.

Some faculty were initially reluctant to move materials out of the general stacks.

Some resistance based on just-in-case collecting instincts of some librarians.

Some subject librarians and, reportedly, some teaching faculty did not want material removed from "browsable" collection.

Subject librarians and teaching faculty have concerns about browsability.

The loss of browsing because it was closed stacks. Also, loss of control at/identification with the branch library.

There has been some concern about the ability to browse materials. Most materials can be borrowed or used in the reading room or made available via document delivery.

There were and continue to be disagreements on specific materials, particularly dissertations. We anticipate challenges in the near future as we expand the materials to include non-serials.

Worries about browsing physical items (internal/external), response time (internal/external), physical handling/storage conditions (internal), workload (internal).

Answered No

After the transfer, if a complaint or request is received, the item in question is returned to the open stacks.

However, when the main library was renovated, its footprint was reduced. This reduction of on-campus collection space did spark some protests when the building was re-opened.

REMOTE SHELVING STRATEGY

14. **Does your library send print materials to a remote shelving facility that is owned, leased, or shared? N=61**

Yes	45	74%
No	16	26%

If yes, are these decisions part of on-going collection management activities or are they handled on a project basis? N=44

Both on-going and project-based	37	84%
Project-based	5	11%
Part of on-going activities	2	5%

Comments N=9

Both on-going and project-based

In the first years, sending print materials was linked to library renovations, so it was project based, but for the last two years, as we have no more space for print, it is part of on-going activities.

It is hard to say whether the development of the facility is one or the other. There is an on-going process of identifying appropriate content as successive phases are completed.

Largely project based at about 5-year intervals. Due to space needs, relocating materials for improved access and closing branch library.

Removal from the main library was expedited in the last few years to make room for major renovations repurposing space for public use.

The ability to shift to the remote storage facility (known as the Annex) is governed by the Tri University Group (TUG) Libraries Preservation of Last Copy Agreement. This agreement outlines our obligations and the limits of the facility— the last copy. Annually, the library runs lists of no use last copy items that are then automatically shifted to the Annex. In the last several years, these lists have gone without any further review. Individual selectors have also done subject specific projects to shift no/low use items. Some individual selectors have also reviewed their holding in the Annex. Key examples are a review of abstracts and government ephemera. TUG has done several rationalization projects, which have resulted in materials being shifted to the Annex. They have also done many projects to reduce the amount of material within the Annex. Key projects have included JSTOR rationalization as each collection becomes closed, reference title rationalization (e.g., Who's Who), and duplicate reviews.

We have been feeding on-going ingest operation at remote storage facility with project-based groups of materials. Don't see any end to the list of projects, but that does not preclude materials also being sent as part of on-going routines (such as new cataloging or digitization-on-demand services) in future.

While most of our work has been project-based (initial move, ASERL, Index/Abstracts), some of the ASERL journals have current subscriptions and therefore will be on-going.

Project-based

The facility is a small ad hoc remote store.

These decisions were on-going in the past but are now mostly project-based. This is mainly because we now want to avoid sending materials to remote storage if there is any possibility that they might later be withdrawn as part of a consortial de-duplication project.

If you answered "Yes" above, you will continue to questions about the remote shelving strategy.

If you answered "No," you will skip to the section Collaborative Retention Agreement Strategy.

REMOTE SHELVING: STAKEHOLDERS

15. Please indicate which stakeholders were involved in the initial decision to use a remote shelving facility to manage print collections, and the role they played. Check all that apply. N=44

Stakeholders	Champion of the strategy	Policy decisions	Procedures	Budget	Design and construction	Other role	N
Library director	39	26	2	26	14	—	43
Senior library administrator	27	42	34	25	23	—	43
Subject selector/ bibliographer	2	19	26	—	—	2	31

Stakeholders	Champion of the strategy	Policy decisions	Procedures	Budget	Design and construction	Other role	N
Preservation staff	4	13	21	1	5	1	24
University administrator (provost, president, etc.)	9	2	—	17	6	1	22
University advisory body (Faculty Library Committee, etc.)	3	12	4	—	—	3	15
Property control (or other capital equipment monitoring office)	—	—	—	10	9	1	11
Board members/trustees	1	1	—	2	1	1	5
Academic department (English, History, etc.)	1	3	4	—	—	1	5
Other stakeholder	4	4	9	2	6	3	12
Total Responses	42	44	44	37	30	10	44

If you selected "Other role" above, please identify which stakeholder and briefly describe their role. N=9

Architects office took proposal to both state legislature and higher ed commission for approval.

Bibliographers selected materials to be placed in off-site facilities. Library Faculty Committee & some academic departments in consultation with subject bibliographers served in advisory capacity.

Circulation staff manage our off-site repository, including moving the materials.

Preservation folks established standards for climate control and selected archival quality materials for ingest and storage operations.

Subject selectors: policy decisions and procedure development

Trustees: approval of design and construction and authorization of funding

University administrator: approval for budget appropriations

University advisory body gave endorsement to the project.

University advisory body: advising

If you selected "Other stakeholder" above, please identify the stakeholder. N=11

Access Services staff are responsible for annex management; they are involved in policymaking and procedural decisions. Facilities manager assisted with design and management of the buildings.

Access services staff in charge of stacks management in main library were heavily involved in developing and testing policy, procedures, etc.

Committee: Associate dean, heads from two branch libraries, technical service representatives, library systems and information technology representatives

Facilities management leadership and staff instrumental in budgeting, design and construction, and on-going management of the facility.

Head of circulation, head of stacks, head of interlibrary loan (procedures)

ILL and cataloging helped develop policies and procedures. Campus legal office reviewed MOU before signing.

Manager, Bibliographic Services: procedures. Senior administrator for facilities: procedures.

Mid-level library administrators/librarians in facilities, circulation, collections, technical services, local library systems (IT), and the manager of off-site facility (champion, policy decisions, procedures, design and construction)

Project Manager (procedures)

The initial decision to build remote storage facilities (rather than ever larger library buildings) was made for our state universities at the Board of Regents level more than 20 years ago. In my library, everyone who had any direct involvement has now been retired quite some time, so many of my responses to this question are educated guesses.

TUG Information Resources Group was a key working group that defined, and now manages, the Annex. Circulation Services, Collection Maintenance unit was deeply involved in the procedures for shifting and report development. They continue to do the work required for the shifting and maintenance of the collection.

16. Please indicate which stakeholders are involved in deciding which print materials are selected for the remote shelving facility, and the role they play. Check all that apply. N=44

Stakeholders	Develop selection criteria	Select material for transfer	Review/ approve lists of recommended material	Research availability of duplicates in other repositories	Other role	N
Subject selector/bibliographer	26	38	32	15	1	41
Senior library administrator	33	16	17	4	2	36
Preservation staff	7	8	4	5	2	18
Academic department (English, History, etc.)	3	1	8	—	3	14
Library director	11	2	1	—	2	11
University advisory body (Faculty Library Committee, etc.)	3	—	2	—	2	7
Other stakeholder	6	6	7	14	3	17
Total Responses	40	40	38	29	8	43

Note: No one selected University administrator, Board members/trustees, or Property control.

One respondent reported: We are not currently adding new materials to our off-site storage.

If you selected "Other role" above, please identify which stakeholder and briefly describe their role. N=8

Access Services staff generated lists of holdings (e.g., JSTOR, PAO) that were candidates for off-site storage. Final decisions determined by bibliographers. Specific academic faculty requested materials to be excluded from being transferred to off-site storage.

All faculty and graduate students were surveyed about behaviors and preferences relative to collection access and use, and perceived impacts of alternative access on research and teaching.

Collections Steering Group

Faculty opinion was sought after.

Interceding in case of appeal by faculty or subject specialists that certain materials not be transferred, or be transferred back (library director, senior library administrator).

Library director: budgeting. Faculty Senate Library Committee: reviewed selection criteria.

Preservation staff review condition of materials before sending off-site or for binding and other physical care conditions.

Subject specialists communicate with faculty and other users; preservation staff evaluate for appropriateness of condition and treat individual items as part of ingest. University library committee will champion selection criteria with their colleagues.

If you selected "Other stakeholder" above, please identify the stakeholder. N=16

Task forces for stacks transfers and periodicals management develop guidelines and propose procedures. Staff in technical services develop procedures. Bibliographer assistants and support staff research availability of duplicates.

Access services staff in charge of stacks management in main library are directly involved in selecting material for transfer, usually according to pre-set criteria, but occasionally in response to other considerations, e.g., to relieve permanently or temporarily local shelving congestion in the main library.

Access Services staff run reports and check for duplication.

Acquisition Department staff (research duplicates)

Central Technical Services: research availability of duplicates in repositories.

Consortial storage partners (develop selection criteria, select material, review lists)

Library assistants run analysis programs on the "pick lists" to identify duplicates.

Library staff (research duplicates)

Mid-level library administrators/librarians in Collections, and Access Services, self-selecting academic faculty (develop selection criteria)

Staff in Collections (research duplicates)

Students do searching for duplicates.

Tech Services staff and Access Services staff develop lists of potential candidates for transfer and solve inventory problems. Stacks management staff are the actual "selectors" of the material from the shelf.

Technical Services staff (select material, review lists, research duplicates)

The Collection Management office, which includes the head and an assistant (develop selection criteria, select material, review lists, research duplicates)

The consortium project managers identified titles needed. Locally, the lists were reviewed by collections, circulation, and depository staff to identify appropriate local copies for transfer to the facility. Condition assessments were made as needed.

The TUG directors were involved in deciding that only last copy items could go into the Annex and how we would communicate deaccession of last copy materials. Circulation Services, Collection Maintenance unit develops the reports used for the automatic shifting in compliance with the TUG Preservation of Last Copy Agreement. TUG Information Resources Group manages the overarching projects in regards to rationalization projects (collection areas targeted, rationalization decision-making principles, stability of e-collection). TUG IR also communicates around last copy deaccession.

REMOTE SHELVING: PARTNERS

17. To how many remote shelving facilities does your library send print materials? N=45

Number of facilities	N
1	33
2	10
4	2

18. Is the remote shelving facility owned or leased only by your institution or is it a shared facility? Check all that apply. N=43

Facility Owner	Facility 1	Facility 2	Facility 3	N
Institution only	28	5	2	30
Shared facility	16	7	—	19

If your library participates in any shared facilities, please answer the following questions. Otherwise, continue to the next screen.

19. Please identify the names of all shared facilities in which your library participates (e.g., WRLC, ReCAP, etc.) or, lacking a formal name, please list the partners in any shared facility. N=22

1) Library Storage Facility/High Density Repository (UT Austin & Texas A&M College Station). 2) Joint Library Storage Facility (UT System and A&M System).

CIC (the remote shelving facilities are owned by the individual institutions).

CIC Shared Print Repository (SPR) (2 responses)

Duke University Libraries, UNC Chapel Hill Libraries

Emory University and Georgia Tech are currently designing a shared high-density storage facility, which we expect to be online in about two years.

Five College Libraries Depository

FLARE (2 responses)

Harvard Depository

Iron Mountain Underground Storage

Libraries Services Center (all JHU libraries and University of Maryland)

Minitex

MOSS

Northeast Ohio shared academic repository. AssureVault commercial repository (part of The HF Group)

PASCAL

RecordKeeper. Access Information Management.

The only current participants in the Southeast Ohio Regional Library Depository are Ohio University Libraries and OU's regional campus libraries, but this facility does also function as part of a state network of five remote storage facilities. The libraries in this state network do make some joint decisions about we will retain—for example, the number of copies of bound journals—but there is also a fair amount of autonomy.

Tri University Group of Libraries Long-Term Storage Facility (Annex)

University of California Southern Regional Library Facility (SRLF) (3 responses)

20. **Does the shared facility have a policy regarding retention of a "single copy" of an item within the facility? N=22**

Yes	14	74%
No	5	26%

Comments N=11

Answered Yes

For Northeast Ohio shared academic repository: single copy in ONE of FIVE shared Ohio facilities.

In the early days of this facility we paid no attention to the number of duplicate copies sent to remote storage, but now we do not keep more than one copy of a work.

Items already at SRLF or NRLF may not be sent to the other RLF.

Single copy for facility for journals, and single copy per institution for monographs.

The facility only collects and houses single copies.

Answered No

It is a commercial record storage company.

No, but it ought to.

Not that we know about.

Additional Comments

Policies are currently being formed.

The Emory-Georgia Tech Collaboration is considering a single copy retention strategy.

The TUG Preservation of Last Copy Agreement delineates that only one copy can be kept in the Annex, and this should be the last copy in TUG. In the mid-2000s a large-scale project was undertaken to remove duplicates in the Annex.

21. **Does the shared facility have a policy regarding retention of a "last copy" of an item within the facility? N=21**

Yes   8   40%
No   12   60%

Comments N=10

Answered Yes

For Northeast Ohio shared academic repository

If we have the last copy available in the OhioLINK consortium, we will not withdraw without a compelling reason (such as mold).

The TUG Preservation of Last Copy Agreement delineates that only one copy can be kept in the Annex, and this should be the last copy in TUG.

Yes, there is language regarding retention of a "last copy" in the Five College Libraries Depository Policy. The "last copy" agreement extends to collections on our respective campuses, too.

Answered No

Currently discussing "last copy" issues.

Currently under discussion for the Joint Library Storage Facility.

Not that we know about.

The facility only houses single copies.

The UC shared facilities have a persistence policy.

Additional Comment

Policies are currently being formed.

22. Please indicate which strategy is used to select print materials for inclusion in the remote shelving facility. Check all that apply. N=45

Title-by-title review using lists (no review at the shelf)	33	73%
Group selection based on type of collection (e.g., age of publication, specific location, specific format)	30	67%
System-generated list of titles with little or no title-by-title review	28	62%
Title-by-title review at the shelf	22	49%
Other strategy	9	20%

Please briefly describe the other strategy. N=9

For monographs, combination of publication date and total historical use.

Items from on-site storage transferred off-site if not requested in years.

Just selecting special collections material for remote storage at this time.

Lists are generated at the system level and then reviewed locally for availability and appropriateness for contribution (completeness, condition, online duplicate available).

Making decision based on CIC SPR holdings and local electronic back file purchases.

One trigger of a transfer project is when the stacks are particularly crowded in a certain call number range.

Periodical titles to which we no longer subscribe or for which we have electronic access are usually sent to off-site storage. Other items in off-site storage are selected on a title-by-title basis.

Subject specialists determine criteria for each subject.

University of California/JSTOR

If your selection strategy included lists or was based on type of collection, please describe the list criteria or identify the type of collection. N=31

Serials available electronically. Monographs that have not circulated.

Branch library

Criteria depend on the goals of the project (e.g., opening up space in a particular area of the stacks) and the subject area, but we generally concentrate on materials that are older and have not circulated for a number of years.

For monographs, two major parameters are age of publication and circulation history. For serials, lists of titles available in electronic form are reviewed.

For monographs, suggested 10 years or older with fewer than 3 checkouts with a last circulation date 8 years ago, subject to bibliographer criteria revision. For serials, UC/JSTOR project.

For project-based: lists of serials that had been cancelled with faculty oversight; lists of books published earlier than 1990 that haven't circulated since 2001. For on-going: publication date 15 years or older and not circulated since 2001.

Journals: prior to 2005. Theses & dissertations: availability in online formats, previous editions, language (must be roman-alphabet).

JSTOR electronic journal subscription lists

Just selecting special collections material for remote storage at this time.

Lists generated by two processes/criteria: 1) Print equivalents for JSTOR collections; 2) Print titles included in the Council of Prairie and Pacific University Libraries Shared Print Archive Network. Titles then reviewed for storage, keep or discard.

Lists generated using algorithms based on publication date, number of circulations, and recency of last circulation.

Lists include journals with specific date ranges; low circulating monographs; journals that have ceased publication.

Lists of titles in selected electronic journal packages such as JSTOR or PAO. Lists were then reviewed by individual bibliographers for decision for off-site storage.

Little used monographs, back files of journals with electronic surrogates;,certain categories of print government documents, superseded or outdated reference materials, collections of print materials digitized by local project.

Location, format, electronic availability, condition, language, circulation history

Monographs (not serials): age of publication, number of total circulations, date of most recent circulation

Our list criteria vary by collection, but in general the lists include materials that are more than five years old (pub date), have fewer than ten circs, three or fewer browses, no use at all in the last five years.

Publication date and circulation history

Separate projects for monographs (2011) and journals (2013)

Some collections identified by format (e.g., maps) or targeted because of operational needs (e.g., branch consolidation).

System-generated lists of eligible titles based on such criteria as age and date of last circulation.

The current selection strategy is focused on a shared collection of print journal back file volumes primarily in STM fields. Ingest of materials is handled one publisher at a time.

The initial movement of materials in year 1 was primarily done using system generated lists that were reviewed title-by-title by subject specialists. The lists were based on age and lack of circulation. Subsequent years' transfers have mainly been system-generated lists without review except for group selections such as closed branches' collections, or large journal runs for which online access has been obtained.

TUG has undertaken many rationalization projects for serials publishers' collections and reference materials. Typically, these are collections we feel need to be retained, but for which rationalization can quickly create significant space savings.

Type-based selection: Print index/abstracts (most with electronic equivalents). Pre-1980 journals (this type was selected in 1996 for an on-site storage area. The material has since been transferred to our off-site facility). Journals selected for Cooperative Journal Retention (ASERL).

Types of collection: Brittle materials and back runs of bound journals

We are a member of the Five College Libraries and has shared an off-site storage facility with our partners for the past decade. We have employed a number of strategies to select materials to send to this facility. It has included supplying

serial lists to subject selectors so they can designate materials to send to the depository. There are no specific criteria we employ per se other than our practice to automatically transfer serial runs that overlap with online access we make available to users, for example, JSTOR, American Chemical Society, IEEE, etc. More recently, we have output lists that indicate collection overlap between the storage facility and in our on-campus collection. Our collection deaccessioning strategy outlines a process to identify and withdraw overlapping volumes. This applies primarily to serials, as they have been our primary focus to date. We have also outlined a strategy for sending monographs to the facility that includes looking at the age of the material, circulation over the past decade, availability within the Five Colleges, Boston Library Consortium, and HathiTrust. We have not started to deploy this, although we anticipate doing so in the next couple of years.

Varies

Was limited to monographs titles believed from available data to be low-circulation.

We use various criteria for storage, too numerous to list here.

While title-by-title review at the shelf or using lists was preferred in the first years, we are using more and more system-generated lists. List criteria for books: Combination of publication year, last check-in date, circulation statistics, duplicates. For journals: Cancellation date, availability of e-journal.

23. **Are any print materials excluded from consideration for the remote shelving facility because of their condition, completeness, format, or subject area? N=45**

Yes	23	51%
No	22	49%

If yes, please briefly explain the criteria for excluding material. N=23

Condition N=12

Advanced deterioration

Damaged materials were not sent.

Materials recommended for storage must be in good physical condition or, in the case of frail or damaged conditions, such materials must be containerized using products that conform to archival standards that create a breathable, dust-free, and environmentally sound microclimate before they are accepted into storage. All materials must be clean and free of molds or vermin, without exception.

Mold detected.

Mold or similar damage sent to quarantine storage area.

Must be in good condition.

Obviously damaged materials

Rare materials/special collection; items requiring mediated access

Remote shelving facility has better environmental conditions than stacks. Sometimes materials are sent for preservation purposes.

The only items we exclude are items that are not in serviceable condition or no longer have intellectual or research value. Serviceable condition will be defined as physically usable. Intellectual/research value will be determined by a library selector or other subject expert in the field.

Velum or leather binding; any material where environmental conditions do not enhance preservation.

We generally do not send items in poor condition to remote storage.

Format N=9

Bulky objects, elephant folios, and heavy objects (e.g., Babylonian tablets, LPs) are not sent to storage.

In general, monographic materials are not included.

Included only monograph volumes.

Microfiche/microfilm is not kept in the Annex (though some irregularities exist).

Microforms, AV, selected federal government documents

Monographs (to date)

Nothing except paper-based material, so far.

Print only

We generally do not send items that do not fit into the standard sizes of trays used in our Harvard-model facility.

Completeness N=7

If the serial has only scattered volumes and the title is not currently received.

Lack of full text electronic availability drove many bibliographers' decision to retain print on-campus.

Multi-volumes are excluded because of lack of tables of content in the bib. Retrieval of a particular volume is difficult without the TOC.

Sometimes items are excluded on a case-by-case basis because the way they are cataloged would make them difficult to identify and request from a remote facility.

Validation is at the issue level.

Volume level review

We try not to break up serial runs or monographic series.

Subject area N=6

Circulating collections are no longer selected.

High demand subjects as determined by faculty input stay on site.

Print that should be moved to Special Collections.

Special Collections

Unique Latin American holdings housed in the Benson Latin American Collection.

University's collections of distinction or emphasis

24. Did you library consider whether the items were available in other print repositories (e.g., consortium holdings, ReCAP, Western Regional Storage Trust, etc.) when selecting them for inclusion in the remote shelving facility? N=44

Yes	16	36%
No	28	64%

If yes, please identify the print repository. N=15

ASERL Cooperative Journal Retention agreement, Information Alliance Consortium, CRL

ASERL Print Journal Retention Program

Availability in SRLF has been a criterion for on-going selection for local storage.

CIC print repository, CRL collection, and availability from other nearby research library collections.

CIC SPR

CRL and other print repositories listed in CRL's PAPR database.

CRL, WEST, CIC

Shared Ohio facilities

Sometimes. Depends upon subject specialist.

We generally check to see how many other copies are available in OhioLINK but do not worry about whether the copies are in campus libraries or in remote storage.

WEST, local shared repository

Western Regional Storage Trust (WEST) (3 response)

WEST, CRL

25. Did your library consider whether the items were available in electronic format or in an electronic repository when selecting them for inclusion in the remote shelving facility? N=45

Yes	39	87%
No	6	13%

If yes, please indicate which electronic format or repository is considered. Check all that apply. N=39

Purchased e-format	37	95%
Licensed e-format	23	59%
HathiTrust	17	44%
Portico	16	41%
LOCKSS	6	15%
CLOCKSS	5	13%
Other e-format or repository	2	5%

Please briefly describe the other e-format or repository. N=2

JSTOR

Scholars Portal perpetual holdings is a significant player for the local decisions to shift to the Annex. This will occur if an item should be retained in print, but we do not feel it will frequently be accessed in print. Outside of JSTOR, TUG Information Resources group has not tried to factor e-holdings into the rationalization process.

REMOTE SHELVING: COMMUNICATION STRATEGY

26. Please indicate which channels are used to communicate to library staff or an external audience the decisions about which print materials to include in the remote shelving facility. Check all that apply. N=44

Channels	Library staff	External audience	N
One-on-one meetings	27	18	30
Presentations to groups	37	22	38
Press releases	3	15	15
Informational materials	15	13	18
Talking points	10	10	16
Website	22	25	27
Other channel	4	2	6
Total Responses	44	34	44

If you selected "Other channel" above, please describe the channel and the intended audience. N=6

Library Staff

CIC website and in future webcasts

Email

E-memos to campus, direct emails to faculty liaisons in academic departments

We posted the proposed strategy on the staff intranet and asked department heads to share and discuss it with staff in addition to numerous committee meetings in which it was vetted.

External Audience

Conference presentations nationally and provincially about our shared print initiative

Our faculty and student advisory committees were used to communicate with external customers at the time of inception of the remote shelving facility. We had presentations to staff and met with individual faculty and departments at that time as well. Subsequent transfers after year 1 have only been covered by our static website giving the selection criteria. We do not communicate about individual titles.

Additional Comments

Moving material to the off-site facility is a common workflow here. We are not constantly communicating what is going where.

The shelving facility opened in 1998 with lots of controversy. Today, it is just "normal business" and thus there isn't any on-going formal communication.

We are only just beginning work, with communications yet to be developed.

27. What department is responsible for crafting and implementing the communication strategy about which print materials to include in the remote shelving facility? N=36

Administration

Assistant Dean for Collections & Access

Chief Librarian's Office

Collection Development (3 responses)

Collection Development, Library Dean, and AD's

Collection Development, Subject Librarians

Collection Management

Collection Management Department in conjunction with the Libraries' Director of Communications

Collection management, administration, public relations

Collection Services, Outreach

Collection Strategies, Executive Group

Collections

Collections & Scholarly Communication, Access Services, and Marketing

Collections and Technical Services

Collections Strategy and Management

Collections, in collaboration with others (including the dean)

Communications, Collection Development and Management, Administration

Dean's Office in consultation with University Communications. Using practices developed for previous project.

Dean's office, Outreach office

Information Resources Council (A group of all of the GT Library subject selectors)

Libraries Communications Office

Library Administration

Library Administration, in conjunction with collection development staff

On-site Services

Our Access Services department provides information on our website to library users who want to request material from our off-site storage facility. This does not include details about how materials were selected for remote storage. We have no formal communication strategy for the selection process itself and have not needed one beyond answering questions as they come up, which happens infrequently.

Public Relations in concert with Associate Dean

Senior administration and public relations staff

Senior library administrators in the Office of the Vice Provost

Storage, Acquisitions

The Libraries started sending materials to the off-site facility in 2002, so this activity has long been part of our practice. Our efforts started when we needed to consolidate two branch libraries into one as a summer project. Library Development and Communication worked with senior administrators to craft announcements about the project. The press release, though, was largely about the closing of one facility for duration of the project, not the materials that would be moved off-site, instead providing a contact for concerned constituents. Efforts focused on sending print serials where the Libraries also provided online access. There was considerable consultation done in advance with faculty to get their input.

There is no on-going communications strategy.

This is so standard for us that we do not generally have mass communication.

This was a joint venture between Access Services and Collection Development.

TUG Information Resources group has been a key part in crafting central messaging. Locally, the Information Resources Management Committee has been the lead in developing the messaging and accompanying material. It is chaired by the AUL, Information Resources & Academic Excellence and includes the Heads, Information Services & Resources, Head, Acquisitions, Head, Cataloguing, and liaison librarians.

28. **Were external sources of information, such as reports from Ithaka, ARL, ALA, OCLC, etc., consulted when developing the communication strategy? N=44**

Yes	13	30%
No	31	70%

If yes, please briefly describe which reports. N=9

CRL PAPR, RLG Malpas Report, OCLC Lizanne Payne (2007), WEST "Collections Model" document

Ithaka, ARL, OCLC

Ithaka, OCLC

Not sure really. The off-site storage has been around for more than ten years, but none of the people involved in launching it and communicating about it are still here. More recently, we have relied on OCLC reports on shared print the most.

OCLC Print Management at Mega Scale, ARL Statistics, Ithaka faculty survey

Tangentially, the Education Advisory Board's "Redefining the Academic Library" plus conducting an environmental scan of strategies deployed in peer institutions.

Unknown, too long ago

We used models gathered from the ACRL storage facility discussion group.

What to Retain report

29. Were there any specific challenges in crafting your library's communication strategy? N=42

Yes   9   21%
No   33   79%

If yes, please briefly describe the challenge(s). N=8

A concept paper developed by the dean and associate dean on the possible consolidation of print collections from 7 libraries to 3 libraries (using remote storage) generated internal and media attention. This created an environment that was emotional.

Complexity of the decision making and strategic context.

Coordination of communication with our partner organization made planning outreach more challenging.

Explaining issues of space and budget always need to be addressed to university faculty and administrators.

Moving retained items to another location is easier to communicate than the corollary— withdrawal of local print copies.

Past frustrations expressed by some faculty in program review reports.

Past perceptions of deaccession strategies ensured that the messaging was targeted, open, and frequent.

We wanted to make the campus community aware of our plans to move selected, little used materials off-site. We guaranteed scanning and emailing or delivery of physical materials to campus within 48 hours of receiving a request. We took great care not to compromise service. The biggest challenge was striking a careful balance in telling users what was happening and what we could deliver without causing undue concern.

REMOTE SHELVING: RESPONSE TO RETENTION DECISIONS

30. Were there any points of internal or external resistance to transferring materials to the remote shelving facility? N=43

Yes   30   70%
No   13   30%

If yes, please briefly describe the nature of the resistance. N=30

A few librarians and collegiate faculty were opposed because they thought material would be lost forever.

A few library subject specialists did not want to transfer as much material as would be needed in their disciplines, other librarians did not want to transfer some general periodical runs even though they were represented by full text online.

Although there was considerable upfront work done locally, looking at use patterns, there was concern that this little used material might be in more demand than circulation and re-shelving data demonstrated. We were concerned about faculty push back. Staff were concerned, too, that we might be overwhelmed with retrieval requests. None of these concerns have been realized in any significant way in the past decade.

At first, but our service model quickly erased any doubts and now it is an accepted part of how things are.

Certain faculty, need for browsing, competing library priorities

Concern about retrieval and browsability

Faculty concerns about availability

Faculty resistance to any delay or inconvenience

Humanities resistance

In 1998, the humanities faculty mourned the loss of collection browsability. They also believed that books would be lost. Today, it is seen as one of our most efficient and effective delivery services.

Initial resistance to concept of remote storage faded quickly with good retrieval times.

Initially, there was some resistance from subject librarians, but now it is generally seen as positive.

Less resistance to the transfer of print serials than of monographs.

Many librarians and some faculty had concerns that ability to browse the collection would be hindered.

Resistance from faculty who feared loss of browsing capability (much less now than in early days). Difficulty in tracking cited reference material when needed titles are in remote shelving.

Same desire for immediate access and browsing at shelf.

Some collection development librarians were initially resistant to the idea of "splitting up" the collection and avoided selecting materials until absolutely necessary. But we have had a facility now for about 20 years and resistance has disappeared over time and in the face of the obvious need to relieve crowding. Our users are sometimes unhappy that material from remote storage is not immediately available (the typical turnaround time is 24 hours, so it's not a long wait), but they have not questioned or objected to the selection criteria.

Some concern on the part of faculty and some bibliographers about materials in certain subject areas being retained off-site. Electronic document delivery from off-site storage facility and more frequent turnaround times for delivery from off-site facility to the requesting library has alleviated some concerns.

Some external due to loss of ability to browse shelves.

Some faculty were concerned/uncomfortable.

Some faculty were unhappy about our retention/transfer criteria.

Some faculty, especially in the humanities, did not want any material shelved in a remote location.

Some initial mild resistance from library staff and faculty at moving things off-site, but that was alleviated by the efficiency of access to those materials. Also, resistance to the idea of moving content in languages using non-Roman

characters (Hebrew, Chinese, Korean, etc.) due to problems with online discovery in the catalog. We do not move those materials to remote storage as a general rule.

Some people felt sense of loss, even if the materials can be requested and delivered in 24 hours.

The arts and humanities communities are less enthusiastic about off-campus storage of materials.

There are still faculty around who get angry about transfer decisions that were made many, many years ago, but in some cases those were actually bad decisions made without using logical criteria. In more recent years we have repatriated some of those materials that should not have been sent (a fair amount of work but worth it) and that has helped to restore trust and lower the aggravation levels.

There has been faculty resistance to shifting material off-campus, in particular from humanities faculty members. They are concerned about the lost of browsability, serendipitous discovery, and delays in access. They are at times also concerned about reduction to one last copy.

There have been concerns about policies and procedures, which have not yet been formalized.

There was internal resistance, sense of de-valuing print.

There were some concerns expressed about the loss of the ability to browse, as well as concerns about timely delivery of materials.

Answered No

The library worked diligently to prepare faculty. The name of the facility did not use the word "storage." We call it "Ivy Stacks." It opened in 1996.

COLLABORATIVE RETENTION AGREEMENT STRATEGY

31. Does your library participate in any collaborative retention agreements (i.e., a commitment by one partner to retain a specific volume so that another partner may deaccession or store their duplicate copy) independent of a shared shelving facility agreement? N=61

Yes   40   66%
No   21   34%

If yes, please identify the partners in your collaborative retention agreement(s). N=40

ASERL (3 responses)

ASERL Cooperative Journal Retention

ASERL distributed print archive

ASERL/WRLC Cooperative Journal Retention

ASERL, LOCKSS, but we have not leveraged these partnerships in making decisions for storage.

BALLCO (Boston Academic Law Library Collaborative), Boston Library Consortia

CIC participants of the shared print repository

CIC SPR

CIRLA and working on ASERL shared journals. Also work with our library partners in the off-site facility.

Council of Prairie and Pacific University Libraries (COPPUL) in Canada (2 responses)

Council of Prairie and Pacific University Libraries Shared Print Archive Network (COPPUL-SPAN) (2 responses)

Council of Prairie and Pacific University Libraries (COPPUL); NEOS (The name no longer means anything. This is a local consortium that shares our library catalogue.)

Expensive monographic series "adopted" by most UC campuses.

Greater Western Library Alliance (GWLA)

GWLA, WEST

In addition to our agreement with the Five Colleges, we participate in a "last copy" agreement with members of the Boston Library Consortium (BLC).

Iowa/Iowa State/University of Wisconsin distributed print repository

Members of the Western Regional Storage Trust (WEST)

NLM's MedPrint program

Ontario Council of University Libraries members

Pennsylvania Academic Library Consortium (PALCI) (2 responses)

The CIC (Committee on Institutional Cooperation) Libraries

Tri University Group of Libraries is made up of the University of Guelph, Wilfrid Laurier University, and the University of Waterloo. It excludes affiliated colleges of any of these institutions.

Triangle Research Libraries Network, ASERL, Center for Research Libraries. This is a pilot.

TRLN Cooperative Print Retention (CPR) and ASERL Cooperative Journal Retention

University of Iowa, University of Wisconsin-Madison

University of Texas System and Texas A&M System libraries participating in the Joint Library Storage Facility in Bryan, Texas. University of Texas at Austin and Texas A&M College Station for materials at the Library Storage Facility in Austin, Texas.

University of Wisconsin-Madison, Iowa State University

We are participating in a journal retention program run by ASERL that is in its early stages.

WEST, and University of California shared print agreements.

WEST, GWLA

WEST, UC Shared Print, RLF agreements

Western Regional Storage Trust (WEST) (3 responses)

32. If yes, please briefly describe what criteria were used to select items for retention as part of the collaborative retention agreement(s). N=35

Agriculture journals

American Chemical Society, Royal Society of Chemistry. Print volumes of journals from major publishers. Two copies of full runs kept within the consortia.

Areas of strength at each institution

Assigned by consortium.

Based on criteria identified by WEST. University of California shared print agreements were based on coordinated recommendations from consortia-wide subject bibliographer groups.

Bronze archive criteria: electronically available where the digital form is also preserved in Portico, CLOCKSS, or LOCKSS. These titles are also highly duplicated in print among WEST members.

Chosen by publisher: American Chemical Society, American Institute of Physics, and the American Physical Society.

Completeness and condition of journals holdings, subject emphases on campus

Completeness of run, centrality to curriculum/local needs

Completeness, local significance, availability in other libraries/repositories

Cost, campus location determined by academic interest or need

Each institution uses their own criteria.

Focuses on retaining at least one print copy of a journal in the region.

GT used four sets of criteria for determining our contributions to the ASERL project. 1) Online access (leased or purchased) and important to our institutional mission (e.g., ACM, IEEE, AIAA). 2) Online access (purchased with ILL rights) not contributed by another school, where our holdings were complete. 3) Mostly complete titles related to the state of Georgia. 4) Mostly complete titles related to paper science.

GWLA members retain Annual Reviews collaboratively. Retention based on completeness of title run. WEST: see their website.

Health sciences journals for which we had complete print back files.

Heavily duplicated journals with stable e-versions in first phase. Subsequent phases will include less widely held journals and may include monographs or items of local historic interest and relevance.

Here are the criteria, excerpted from the BLC policy: No library will discard/withdraw the last copy of a monograph edition in serviceable condition, and deemed to have intellectual or research value, held within the consortium unless there are more than 50 holdings reflected in OCLC. No library will discard/withdraw a copy of a monograph edition in serviceable condition, and deemed to have intellectual or research value, held by only one other BLC member (i.e., a total of two copies within the BLC), unless there are more than 30 holdings reflected in OCLC. For all monographs with less than 30 holdings reflected in OCLC, it is recommended that at least three copies be retained within the BLC.

Initial selection of journal series title "Annual Reviews," widely held, small runs

Kentucky-related publications and ornithology

Particular journal runs by publisher (physics journals). We committed to retain American Physical Society (APS) journals as a "light archive" copy in consortium while others committed to retain other publisher's runs.

Print copies of widely held journals also electronically available.

Publishers where participants had licensed electronic versions of the journal titles. Journals only, print only, assembling complete runs, single copies.

Retained items are print journal runs. Participation is elective.

Risk management, issue-level validation, Ithaka S+R optimal copies research and withdrawal recommendations, overlap analysis

Selected titles in areas of research of historical importance to the university

Serial volumes housed by a multiple libraries. One copy of serial volumes to be retained at Joint Library Storage Facility and to serve as a Resource in Common for any library holding a copy of said volume.

Serials held by the member libraries, with a focus on high-duplication titles

Spring, Wiley, Elsevier STM journal back files

The Annex is used to house only the last copy of an item owned by any of the TUG libraries. In general, if there are two or more copies of any item in the Annex, only one copy will be retained. In general, none of the TUG libraries will send anything to the Annex if there is already a copy in the Annex, or if there is a copy elsewhere in any of the TUG collections. If any of the TUG libraries have serials in the Annex for which that library also has negotiated perpetual access to an electronic version, the print copy will be removed.

Titles had e-surrogates, print held by 9 or more COPPUL members, post-cancellation access rights.

Titles owned electronically and held at the majority of our libraries.

Unique items from our consortium (NEOS). Extensive holdings and ensuring a last copy is kept (COPPUL).

Uniqueness—we are the only holding library in TRLN. Space issues were a consideration for other schools in TRLN, i.e., they identified long runs of titles that were duplicative and available online and each school took on "retention" of different titles on the list. This was also a drive for deaccessioning but as yet the library hasn't done this.

Widely held print journals with digital equivalents and licensed post-cancellation access rights

33. If yes, please briefly describe what criteria were used to select items for deaccession as part of the collaborative retention agreement(s). N=27

Deaccession due to agreements has not happened yet.

Each institution decides whether or not to deaccession.

Have not acted on this yet, but planning to do so. Only withdraw holdings that match those retained, perpetual access. Will retain those of local interest or where quality of images is a concern.

In progress

Last copy items may be deaccessionned as long as all three TUG libraries agree. In working practice, the library that wishes to deaccession the material sends a Last Copy Withdrawal Bulletin to the two other TUG counterparts. If one

of the TUG counterparts believes an item should be retained, then that library takes over ownership of the item and the item is transferred to their space or library. If no one selects the item for retention, it is deaccessioned as per local practices.

Left to the individual member libraries.

N/A

No deaccessioning, yet.

None yet

Perpetual access to corresponding e-versions; adequate ability to procure copy of print via ILB (requires holdings in one of a number of print retention projects underway around country), if necessary; digitization of older issues was adequate, especially regarding graphics; color digitized images, where applicable

Once items are secured and available for loan (e-version is already available), then all duplicate print can be deaccessioned.

Only deaccessioned titles that were *not* the last print copy in the OCUL institutions.

Please see BLC policy above.

Principle was that for any title we held print equivalent volumes and were not the archiving institution, we would deaccession unless there were compelling reasons not to do so, e.g., poor quality images in e-surrogate.

Shared print agreements allowed campuses to choose to retain or deaccession on a case-by-case basis. JSTOR titles were also deaccessioned on a case-by-case basis. Deselection was not a requirement.

Specific journal titles from certain publishers, held by all three institutions

Subject emphases on campus, persistence of partner holdings

That an item has been contributed to ASERL/WRLC is a factor in our deaccession process. Completeness, internal usage, and electronic availability (unpurchased/purchased/leased) are additional factors.

The agreements address retention and do not require deaccession.

This project is so new that no one has yet deaccessioned anything.

Thus far, serial volumes housed by a multiple libraries. One copy of serial volumes to be retained at Joint Library Storage Facility and to serve as a Resource in Common for any library holding a copy of said volume.

Titles in good condition in subjects not likely to be used and requested for transfer by other WEST members.

Titles owned electronically and held at the majority of our libraries.

We are not deaccessioning these titles; we are retaining them so that others can deselect.

We have not yet deaccessioned anything based on these co-operative agreements.

We have not yet discarded any materials as a result of the cooperative retention agreement program. We understand some other PALCI libraries have discarded.

Withdrawal will be optional.

34. Does your library deaccession print materials? N=61

Yes   53   87%
No   8   13%

If yes, are these decisions part of on-going collection management activities or are they handled on a project basis? N=53

Both on-going and project-based   40   77%
Project-based   7   14%
Part of on-going activities   5   10%

Comments N=18

Both on-going and project-based

Currently we are only deaccessioning serial titles that are duplicated across our campus libraries.

Government documents are withdrawn on project basis.

Purchase of a back file collection triggers a review of print holdings that overlap the back file.

Space constraints often drive projects.

The library, based on title-based rules created by liaison librarians, will automatically deaccessioned previous editions and duplicates. The library also runs usage reports to identify no use items that should be reviewed for deaccession by the liaison librarians. On an on-going basis, as titles are deaccessioned, depending on their LC range, the previous editions will be deaccessioned as well as they are discovered. The library recently did a visual inspection of the shelves to identify duplicates for deaccession and non-critical superseded editions. This process took place over six months in the Arts & Environment Library. The library also undertook a focused project on government information after the floor had exceeded critical capacity. The library is currently involved in a consortia project to reduce duplication of no/low use items across the TUG libraries and the Annex.

There are on-going weeding projects due to overcrowding in the stacks and in the RRS. We also routinely deaccession print material based on condition, duplication, and relevance to the collection.

We deaccession print materials due to library renovation projects and when we purchase new back files/archives.

We have a quite limited deaccessioning program, primarily focused on removal of duplicates or those items that have become functionally obsolete due to digitization or decay.

We have had projects such as eliminating unused duplicate copies, but selectors in certain subject areas (such as computer science) routinely deaccession materials.

Yes, if duplicated in the library system, otherwise we retain all uniquely held titles.

Project-based

Journal back files purchased electronically are deaccessioned in print.

Mostly focused on buildings being reorganized and one branch scheduled to close. Duplication of print holdings has been the most important focal point for these projects. The branch project has led to factoring in online holdings of journals too.

We normally do not deaccession unless the material is duplicated elsewhere in our collection. The closure of several libraries recently has caused significant transfers to the shelving facility and de-duping.

Part of on-going activities

Good weeding creates useful collections.

We deaccession only duplicates.

Additional Comments

Of course we withdraw materials routinely, but these questions seem to imply a more systematic approach, which we have not taken so far; we anticipate that changing in future, however. We will deaccession more significantly as part of overall collection (and library space) strategy.

We have such a regular stream of projects we have three staff plus student resources continuously dedicated to relocating and deaccessioning collections. Perhaps you can decide how that meets your categories above.

We do deaccession a very limited number of items when they are damaged beyond repair or for a few serial titles where the new volume entirely supersedes the old. We have no large-scale strategy for deaccessioning that your questions seem to be getting at, which is why I answered "no" to the question in general.

If you answered "Yes" above, you will continue to questions about the deaccession strategy.

If you answered "No," you will skip to the section **Managing Future Growth of Print Materials**.

DEACCESSIONING: STAKEHOLDERS

35. Please indicate which stakeholders were involved in the initial decision to manage print collections by deaccessioning, and the role they played. Check all that apply. N=53

Stackholder	Champion of the strategy	Policy decisions	Procedures	Budget	Design and construction	Other role	N
Senior library administrator	36	47	32	23	5	—	51
Subject selector/ bibliographer	10	28	40	1	3	2	46
Library director	29	22	1	15	1	—	39
Preservation staff	2	13	22	1	1	1	25
University advisory body (Faculty Library Committee, etc.)	3	6	—	—	1	1	10

Stackholder	Champion of the strategy	Policy decisions	Procedures	Budget	Design and construction	Other role	N
Property control (or other capital equipment monitoring office)	—	4	3	—	1	1	8
Academic department (English, History, etc.)	1	3	—	—	—	4	7
University administrator (provost, president, etc.)	—	—	—	1	—	1	2
Other stakeholder	5	6	12	2	2	2	14
Total Responses	46	51	50	25	6	9	53

Note: No one selected Board members/trustees.

If you selected "Other role" above, please identify which stakeholder and briefly describe their role. N=9

Academic department library faculty representative reviews the Last Local Copy Withdrawal Bulletin to advise if any decision should be reversed. Circulation Services, Collection Maintenance unit was critical in alerting to capacity issues locally and in the Annex.

Academic department: consultation

Circulation staff do the pulling of journal runs.

Faculty and graduate students were surveyed regarding their behaviors and preferences for collection access and use, and perceived impacts of alternative access on research and teaching.

Property Control: has rules for deaccessioning capital assets. Academic departments: consultation.

Selectors/bibliographers actually do some of the physical work involved.

Subject selectors deaccession based on criteria and title by title review. Preservation staff recommend deacession based on condition of item and other criteria.

Technical and Automated Services: reports & input into decision process of Library Resources Council. Access Services: input into decision process.

We anticipate beginning this process in the coming months; these are the areas where we will begin discussions.

If you selected "Other stakeholder" above, please identify the stakeholder. N=13

Access Services staff were involved with procedural decisions.

Again, our shelving and storage committees do this work (all categories).

Both at the time we were opening our remote shelving facility and a couple years later when we closed several STEM branch libraries, Access Services staff who manage the main library stacks and remote shelving facility were very concerned to eliminate duplicate (copy 2) books and journals rather than transfer these to the remote shelving repository.

Central Technical Services (procedures)

Circulation staff (pull journal runs)

Collection Assessment Coordinator (champion, policy decisions, procedures)

Collections Steering Group (policy decisions)

Committee: Associate Dean, Heads from two branch libraries, technical services representatives, Library Systems and Information Technology representatives.

Staff in access services, technical services, and digital conversion unit (procedures, design and construction)

Staff in Technical Services have a primary role in updating OCLC holdings and bibliographic records.

Technical and Automated services, Access Services (policy decisions, procedures, plus see above)

There is a head of collections position at the library, as well as an AUL position (champion, policy decisions, procedures).

Two: Head, Collection Development; Collection Development Coordinator (champion, policy decisions, procedures)

Additional Comment

I don't believe that this was ever a "decision" made by library staff or administration, but rather has been within the purview of individual subject liaisons and the collection management leadership.

36. Please indicate which stakeholders are involved in deciding which print materials are selected for deaccessioning, and the role they play. Check all that apply. N=53

Stakeholder	Develop selection criteria	Select material for transfer	Review/ approve lists of recommended material	Research availability of duplicates in other repositories	Other role	N
Subject selector/bibliographer	36	42	38	24	—	50
Senior library administrator	41	17	20	7	3	43
Preservation staff	12	9	9	6	1	23
Academic department (English, History, etc.)	1	—	5	—	4	10
Library director	5	1	3	—	2	9
University advisory body (Faculty Library Committee, etc.)	—	—	2	—	1	3
Property control (or other capital equipment monitoring office)	—	—	—	—	2	2

Stakeholder	Develop selection criteria	Select material for transfer	Review/ approve lists of recommended material	Research availability of duplicates in other repositories	Other role	N
Other stakeholder	10	6	7	7	3	14
Total Responses	50	49	44	35	13	53

Note: No one selected University administrator or Board members/trustees.

If you selected "Other role" above, please identify which stakeholder and briefly describe their role. N=12

Academic department: consultation

Access Services head helped develop the selection criteria as a member of the Collections Services Advisory Group.

Access Services staff assisted some bibliographers with OCLC holdings information about potential withdrawal candidates. Staff also identified physically deteriorating for bibliographers to make collection decisions. Faculty provide input in selected cases concerning the retention of selected materials.

Preservation staff may review the material's physical condition.

Property Control: communicated rules for deaccessioning capital assets.

Property Control helped us with procedures.

Senior librarian recommended hiring a consultant to identify books eligible for deselection. Director approved and funded.

Teaching departments were involved initially (10–15 years ago) but withdrawal is routine now and they are not involved.

Technical and Automated Services (develop report program; develop lists, including determine duplication)

The director and senior administrators played a role in policy decisions but are not directly involved.

The senior library administrator might be involved in budgeting if additional short-term staff need to be hired.

We anticipate beginning this process in the coming months; these are the areas where we will begin discussions.

If you selected "Other stakeholder" above, please identify the stakeholder. N=13

Access Services staff perform much of the work of deaccessioning.

Access Services staff (develop selection criteria, research duplicates).

Again, our shelving and storage committees do this work (all categories).

Both at the time we were opening our remote shelving facility and a couple years later when we closed several STEM branch libraries, Access Services staff who manage the main library stacks and remote shelving facility were very concerned to eliminate duplicate (copy 2) books and journals rather than transfer these to the remote shelving repository.

Circulation Services, Collection Maintenance unit developed the criteria and procedures for automatic shifting to the Annex. Based on reports meeting the criteria approved by the Information Services & Resources Departments, they transfer the material.

Collection Assessment Coordinator (review lists, research duplicates)

Collection coordinators (#9), database management unit (review lists, research duplicates).

Library information technology staff, e.g., in Systems. They play a role in generating data for informing the decision.

Tech Services staff (select material, review lists, research duplicates)

Technical and Automated Services (develop selection criteria, research duplicates)

The coordinator, collections management would be involved in developing selection criteria and researching availability in other repositories.

There is a head of collections position at OSUL, as well as an AUL position. Staff in the Collection Management Section and sometimes other staff work with lists developed based on criteria. They pull and compare pieces for condition review, research duplication etc.

Two: Head, Collection Development; Collection Development Coordinator (develop selection criteria, review lists).

DEACCESSIONING: SELECTION

37. **Please indicate which strategy is used to select print materials for deaccessioning. Check all that apply. N=53**

Title-by-title review using lists (no review at the shelf)	36	68%
Title-by-title review at the shelf	35	66%
System-generated list of titles with little or no title-by-title review	23	43%
Group selection based on type of collection (e.g., age of publication, specific location, specific format)	23	43%
Other strategy	17	32%

Please briefly describe the other strategy. N=17

Case-by-case situation, not applied broadly

Circulation history

Citation counts are often used as a criterion.

Duplicates are reviewed title by title, but they might be identified as being duplicates by system-generated lists.

For journals, deselect when electronic back file is purchased.

In the medical library, when titles are contained in electronic journal packages (with PORTICO or LOCKSS backup) or electronic back files/archives with perpetual access agreement and PORTICO or LOCKSS backup.

Last copy retention guidelines (deaccessioning duplicates)

Lists together with shelf review

Materials in damaged or brittle condition are flagged at the circulation desk.

OCLC holdings

Only dups are deaccessioned.

Publisher/platform specific reviews after a back file purchase.

Science librarians at the various branches coordinate off-site storage decisions and deaccessioning of duplicate print.

Targeting duplicates

The library has now created Collection Retention Policy, which outlines strategic areas where deaccessioning will occur very rarely. This is typically based on format within targeted subject areas.

University of California/JSTOR project

We deaccession on a very small scale and on a case-by-case basis, primarily when materials are damaged beyond repair or entirely superseded by a new edition (relatively few items fall into the supersession category as we often keep older editions for possible historical interest).

If your selection strategy included lists or was based on type of collection, please describe the list criteria or identify the type of collection. N=32

A combination of factors: duplicate titles/editions in the system, JSTOR what to withdraw titles, perpetual access, low circulation of monographs, age of publication, broken or insignificant runs of periodicals, superseded editions.

All deaccessioning of print is predicated on either deduplication of multiple print copies or local availability of digital copies coupled with access to a secured print copy held at either CRL (for JSTOR titles) or the CIC SPR.

Availability of electronic format, including back files; duplicates in collection; outdated reference material; limited partial runs of periodicals

Circulation history, condition, subject area, location

Condition, usage statistics, age of publication, number of copies, language, subject

Currently we are mostly deaccessioning bound periodicals for which we own the digital back files; in these cases we begin with a publisher-based list of titles and volumes held. Our monograph deaccessioning projects are infrequent and much more limited in scope. We generally begin a monograph deaccessioning project with a review list based on specific location (collection or call number range), age of item, number of uses, and date of most recent use (e.g., last checkout more than ten years ago).

Digitized journals by title or publisher, some indexes and abstracts

Duplicate materials, year of publication, condition, juvenile/K-12 instruction materials

Duplicates list

Duplication of print holdings, in building & system wide. Digital resources added to mix for branch closing project under way.

For example, government documents and print journals available in fulltext online.

For journals: electronic back file lists. For books: lists generated by consultant.

For monographs: suggested 10 years or older with fewer than 3 checkouts with a last circulation date 8 years ago, subject to bibliographer criteria revision. For serials: UC/JSTOR project.

Journal back files purchased electronically, then print is deaccessioned.

Journal back files that are also in JSTOR.

Journals with electronic availability and/or duplicate holdings in consortium (OhioLINK) if local demand is low.

Lists based on usage and age of materials, and whether digital surrogates were available.

Lists generated by two processes: 1) print equivalents for JSTOR collections we own; 2) print titles included in the Council of Prairie and Pacific University Libraries Shared Print Archive Network. Titles then reviewed for storage, keep, or deaccesion.

Lists of government documents and lists of print journals now available in electronic form (JSTOR, specific publisher packages)

Lists were created of duplicate (copy 2) books and journals and these were then compared at the shelf to pick the one in better condition to retain, and the worse was discarded. It was really a one-time effort.

Online availability

Our largest print deaccessioning projects have been in withdrawing print serials back files when stable, perpetual online access was available to the content. In terms of monographs, our largest project has been removing duplicate copies of titles from our general stacks. Smaller weeding projects focused on the reference collection and pockets of material where stable e-book versions of the content were available have also been undertaken.

Print and micro materials readily available online

Print journals that are available online and that are in secure archive (e.g., JSTOR)

Publication date, acquisition date, circulation/use history, electronic surrogate

Reports are sometimes created based on LC ranges where material may no longer fit the campus needs. Reports are created for zero-use items that have been in the collection for over 20 years, and are then reviewed by the liaison librarians. The library has also run publisher reports for textbooks, which are then reviewed by selectors. The library developed a report for government ephemera (e.g., pamphlets).

Serials held in JSTOR, CRL, other repositories, duplicate monographs

Shelf list with usage

The nature of the list criteria can vary by subject area and/or library. Type of collection may include age of publication, specific format, circulation, date of last circulation, or preservation quality.

This is very much the same as the criteria for sending materials to the shared off-site storage facility. We have employed a number of strategies to select materials to send to this facility. It has included supplying serial lists to subject selectors so they can designate materials to send to the depository. There are no specific criteria we employ per se other than our practice to automatically transfer serial runs that overlap with online access we make available to users, for example, JSTOR, American Chemical Society, IEEE, etc. More recently, we have output lists that indicate collection overlap between the storage facility and in our on-campus collection. Our collection deaccessioning strategy outlines a process to identify and withdraw overlapping volumes. This applies to primary serials as they have been our primary focus to date. We have also outlined a strategy for sending monographs to the facility that includes looking at the age of the material, circulation over the past decade, availability within the Five Colleges, Boston Library Consortium, and

HathiTrust. We have not started to deploy this although we anticipate doing so in the next couple of years.

We dedup against lists of materials other libraries have put into FLARE.

We withdraw multiple copies of titles and do not attempt to replace some missing items based on various criteria, too numerous to list here.

38. Are any print materials excluded from consideration for deaccessioning because of their condition, completeness, format, or subject area? N=51

| Yes | 29 | 57% |
| No | 22 | 43% |

If yes, please briefly explain the criteria for excluding material. N=28

Subject area N=20

19th century English literature

Abridged Index Medicus (AIM) titles

Art resources, local government publications

Faculty-identified high-demand subjects remain on site.

Local interest

Many subject areas

Materials in special collections

Paper science, translations and their original language holdings

Photography

Select subject areas will likely be fully or partially excluded.

Special Collections (3 responses)

Special collections, government documents

Special consideration is given to Latin American materials.

Those that have a unique connection to the university.

Unique Canadiana

University collection areas of distinction or emphasis

Usually retain Mormon materials

Veterinary medicine; some specific government agencies

Condition N=6

Advanced deterioration

Candidates for weeding checked vs. catalog holdings in case other copies were in worse condition.

Good condition

The only material we exclude are items that are not in serviceable condition or no longer have intellectual/research value. Serviceable condition will be defined as physically usable. Intellectual/research value will be determined by a library selector or other subject expert in the field.

Unique/rare items, low OCLC holdings, high value

Volumes in the public domain were excluded until the availability of an e-version could be verified.

Completeness N=6

Check if supposed duplicates still exist in the collections.

Full runs of serials

Intermittent runs of serials, for example

Materials that are highly graphic in content [especially illustrations]

Some journals or serials

We use a metric for completion as a factor in guiding deaccession/retention.

Format N=5

OCUL's Thunder Bay Agreement keeps one print copy in one OCUL library.

Rare books collection

Special, unique, or rare materials

Theses, some digitized, and gift materials

Trade journals

39. **Did your library consider whether the items were available in other print repositories (e.g., consortium holdings, ReCAP, Western Regional Storage Trust, etc.) when selecting them for deaccessioning? N=51**

Yes	26	51%
No	25	49%

If yes, please identify the print repository. N=24

All deaccessioning of print is predicated on either deduplication of multiple print copies or local availability of digital copies coupled with access to a secured print copy held at either CRL (for JSTOR titles) or the CIC SPR.

ASERL Cooperative Journal Retention Program, CRL

ASERL, WEST, Linda Hall Library

CIC Shared Print Repository

COPPUL agreement retention, though this is a distributed print retention scheme

CRL and repositories listed in CRL's PAPR database.

CRL, WEST, CIC

Five Colleges Bunker, Mass; JSTOR

Five College Libraries Depository

In some situations, consideration of total OCLC holding libraries is considered.

National Library of Medicine, BALLCO

OCLC holdings

OhioLINK holdings

OhioLINK library holdings [NOT a repository]

Past reviews have looked at the ASERL Cooperative Journal Retention. Future reviews look at other repositories using CRL's PAPR.

Shared Ohio depositories

SRLF and NRLF

University of California Southern Regional Library Facility

University of Florida storage facility

We included libraries with repositories as part of our "peers" list for consultant to use to compare our collection with selected other libraries.

WEST, JSTOR

Western Regional Storage Trust (WEST) (3 responses)

Answered No

But we are hoping to do so in the near future.

40. **Did your library consider whether the items were available in electronic format or in an electronic repository when selecting them for deaccessioning? N=52**

Yes	47	90%
No	5	10%

If yes, please indicate which electronic format or repository is considered. Check all that apply. N=46

Purchased e-format	42	91%
Licensed e-format	29	63%
HathiTrust	25	54%

Portico	22	48%
LOCKSS	11	24%
CLOCKSS	8	17%
Other e-format or repository	7	15%

Please briefly describe the other e-format or repository. N=7

For journals: if the back files are in JSTOR.

Google

JSTOR

Other libraries, especially national, Internet Archive

Regional government document depository

Scholars' Portal

We also check Internet Archive and Google Books.

41. How are deaccessioned print materials disposed of? Check all that apply. N=52

Recycled	40	77%
Donated to another organization	30	58%
Sold	29	56%
Discarded	22	42%
Other strategy	10	19%

Please briefly describe the other strategy. N=10

According to appropriate university regulations.

All withdrawals are boxed at Surplus Sales, as per policy.

If the material is not a TUG last copy, it is first offered to the affiliated college libraries. If they do not want it, it is given to the Used Student-Run Bookstore, based on criteria they have developed. All other material is recycled.

Made available to other libraries in state in accordance with Regents' Rules. Materials not selected by other libraries are sold by sealed bid process to book dealers at an annual book sale.

Needs and Offers List for government documents

Serials are recycled, withdrawn monographs are sent to Better World Books.

Sold to paper recycling company. Some of the branches have held book sales.

There are specific campus-wide procedures that need to be followed for all the above strategies.

Transferred to another library's collection. Sent to vendor for scanning.

We offer all materials to Friends Group, campus, and system libraries within our consortium.

42. Please indicate which channels are used to communicate to library staff or an external audience decisions about which print materials to deaccession. Check all that apply. N=47

Channel	Library staff	External audience	N
Presentations to groups	37	15	37
One-on-one meetings	30	13	30
Website	13	12	16
Talking points	6	8	11
Informational materials	10	6	10
Press releases	2	4	4
Other channel	8	7	12
Total Responses	46	29	46

If you selected "Other channel" above, please describe the channel and the intended audience. N=11

Library Staff

Email

For JSTOR deduplication, selectors review title lists.

Staff intranet

Staff meetings

There is a paper form that travels with the item to be deacessioned.

External Audience

Subject librarians communicating with academic departments in their areas of responsibility.

Targeted email to faculty, department chairs, library representatives in the academic departments.

The Last Local Copy Withdrawal Bulletin is a key communication channel.

Both

Email

Email to librarian staff and external audience

Library catalog. Email to library staff and occasionally to inform faculty.

Additional Comment

Deaccessioning is a very loaded term for faculty, therefore not communicated widely.

43. **What department is responsible for crafting and implementing the communication strategy about which print materials to deaccession? N=32**

Access, Information and Research; Collection Strategies; Library Administration

Administration

Administration, Acquisitions

AUL, Collections/Services to Libraries

Collection Development (5 responses)

Collection Development, Library Dean, and AD's.

Collection Management, administration, public relations

Collection Management (2 responses)

Collections

Collections and Technical Services

Collections Services, Outreach

Collections Strategy and Management

Collections, Communications, Special Collections, Copyright Office

Dean's Office in consultation with University Communications. Using practices developed for previous project.

Dean's office, Outreach office

Information Resources Council (all subject selectors), Library Administration

Library Administration (2 responses)

Library administration with the research services (liaison librarians) teams

Library administration, in collaboration with collection development staff

Library has a policy of light deaccessioning on a regular basis, so no special communication is required. When we have larger scale projects, we then do much more external communication.

Library Resources Council

No single department

The Information Resources Management Committee oversees the communication of the Withdrawal Bulletin, which is developed by the Cataloguing Department.

The shelving and storage committees

There is no formal communication strategy. Policies are developed within the Collections Division.

University Librarian's Office

44. Were external sources of information, such as reports from Ithaka, ARL, ALA, OCLC, etc., consulted when developing the communication strategy? N=45

Yes   10   22%
No   35   78%

If yes, please briefly describe which reports. N=8

All the above

CIC, ALA, ARL

Consultation of literature on other libraries' communications strategies and deaccession policies

Information gathered from ARL libraries about their disposal of JSTOR volumes

Ithaka what to withdraw and OCLC shared print at Mega-scale

JSTOR reports

References are sometimes made to the overall trends among ARL institutions or to reports such as those from Ithaka.

Scholars' Portal updates, annual reports

45. Were there any specific challenges in crafting your library's communication strategy? N=45

Yes   8   18%
No   37   82%

If yes, please briefly describe the challenge(s). N=7

A concept paper developed by the dean and associate dean on the possible consolidation of print collections from 7 libraries to 3 libraries: some librarians worked actively to undermine the project with the department they liaise with.

Clarifying the distinction between campus-owned and university-owned and ILL access options.

Engaging with faculty is difficult due to busy academic schedules. Expectations for respective roles of library staff and faculty in final decision-making in this area are not always understood.

Faculty concerns over loss of print volumes.

Past decision favoring online-only journal policies not known to some academic faculty. Required negotiations with a few faculty.

There is no unified library communication strategy.

We worked through the Faculty Senate Research Library Council to get faculty input on plans to selectively deaccession materials. A "De-Accessioning Strategy" document was drafted, shared with internal stakeholders, revised based on their feedback, then shared with the Faculty Senate Council. That was our main strategy. We have not sent out a press release because the focus of our strategy at this moment is to withdraw materials that are duplicates within our own collection at present. Once we complete this stage, we'll look at duplication within the Five Colleges. It is a delicate balance intended to assure our users they will continue to have access to these materials.

46. Were there any points of internal or external resistance to deaccessioning the selected materials? N=48

Yes	28	58%
No	20	42%

If yes, please briefly describe the nature of the resistance. N=26

A few folks were extremely attached to the physical object at first but this has abated.

A subject librarian was concerned about quality issues with e-journal back file scanning.

Concern about appropriate nature of research library collections

Faculty concerns over loss of print volumes.

Humanities faculty were not happy about disposing of some volumes.

Initial concerns were expressed and then allayed when assurance was given that only print resources with image-based online equivalents would be considered for deaccession.

Initially, there was some resistance from subject librarians, but now it is largely accepted.

It was noted that an agreement such as the Thunder Bay Agreement relies/is based upon mutual trust.

Occasional push back on specific titles, but this is sparse.

Our first round of deaccessioning was related to a mold outbreak in an on-site storage facility. The contractors did not follow the outlined protocol and tossed the items into an open dumpster at a library loading dock in site of the history department. This sparked some concern that was mediated.

People were concerned regarding the work being done to make sure we were paying attention to quality of materials being retained.

Reluctance to deaccessioning materials in research collection

Removal of local copies is seen as detrimental by some academic departments. There are concerns about the counts for program accreditations and ARL.

Resistance to deaccessioning JSTOR materials. Some general feelings that libraries should not discard materials.

Same demands for immediate access and browsing.

Selected faculty and bibliographer concerns about long-term availability and access to a physical copy.

Some departments on campus. We retained print for some titles and monitored them for usage and shared that data with the interested departments. Then the material was discarded.

Some faculty were unhappy with the retention and transfer criteria.

Some individuals fear discarding anything.

Some internal resistance from some librarians as they feel it de-values print.

Some reluctance to give up print in the belief that some users still want print.

Some sentiment for keeping copies of classic works in multiple libraries, esp. where colleagues preferred a Just in Case approach.

The nature of our role as a cultural heritage institution; the nature of the role of the librarian in building collections; the continual question of what will happen if…., the lack of national and regional print repositories

There are concerns that both LOCKSS and CLOCKS coverage are not comprehensive enough to deaccession many low use print journal runs that have electronic counterparts.

There are concerns the duplicative material we're deaccessioning is used more than circulation data demonstrates. However, the items remain available within the Five Colleges. If necessary, the library could request materials in the shared repository be sent to our campus. To date, no such requests have come forward.

There was some resistance to the deaccessioning of print materials from some faculty and librarians, but not many.

Answered No

The duplicate copy reduction effort was a limited one-time project so there was little dissension.

MANAGING THE GROWTH OF PRINT MATERIALS

47. What strategies does your library use, or plan to use, to manage the growth of print collections? Check all that apply. N=64

Policies that encourage acquisition of serials in electronic format	62	97%
Policies that encourage acquisition of monographic materials in electronic format	53	83%
Consortial acquisition agreement	37	58%
Other strategy	18	28%

Please briefly describe the other strategy. N=18

A careful review and reduction of our exchange and gift programs

Blanket agreements with select publishers for acquisition of monographic materials in electronic format

Construction of an on-site storage facility

Deduplication; purchase of online journal back files

Demand driven acquisitions of both print and electronic monographs

Demand driven acquisitions. Retention of titles in place via distributed repositories like WEST.

Funding challenges

Joint storage with other local library to accommodate storage growth

"Managing growth of print collections" is not a strategy for us. Rather it is to purchase materials in the formats that are best suited to the needs of our different users.

Planning for a new storage facility

Readily available in stable electronic environment

Restrict Approval Plan & resume PDA as funds are made available.

Robust on-going program of annexing and deaccessioning

Shared print collections; shared print storage

The rise in the use of electronic formats has the consequence of decreasing the print collections rate of growth, but we are not basing the decision to move towards electronic resources on this consideration.

There is no strategy to limit growth of print collections, however, selectors are encouraged to minimize duplication of digital collections, of local collections, and to some extent with regional holdings, and to consider where users will prefer or find greater value in digital formats.

We are looking at other methods for acquiring needed materials for faculty, like purchase of single articles in lieu of subscriptions. We continue to transfer materials to on-site facility.

We have an e-preferred model for serials but have not rolled out an equivalent policy across the full monograph collection. We are increasingly purchasing e-book packages in certain subject areas or with specific publishers and have implemented a broad e-book PDA platform, both of which have the de facto effect of reducing some purchasing of print monographs. We make efforts to avoid purchasing the same title in both print and electronic format (not always possible with packages), and do not regularly purchase multiple copies of a title in any format. A second copy would only be purchased when circulation or other data demonstrates a demand for greater access.

ADDITIONAL COMMENTS

48. Please enter any additional information that may assist the authors' understanding of your library's strategies and decision-making process for managing print collections. N=23

1. Where the opportunity exists, we secure online access to information products instead of acquiring printed copies. 2. As time goes on, we think we should (a) spend decreasing amounts of money on published print materials and (b) dedicate a decreasing amount of space to published printed materials, but we do not assume that the demand for printed materials will ever completely disappear. 3. We buy fewer published books and rely more heavily on patron-driven and demand-driven acquisitions. 4. Where feasible and appropriate, we intend to work actively with local, regional, and national partners to identify opportunities for cooperative collecting and preservation. 5. Where possible, low-use printed materials should be moved out of high-demand library spaces so that those spaces may be put to other uses as desired by the library's constituency. 6. We are proposing to explore a three-tiered approach to archiving of print materials that might simultaneously facilitate real-time access to knowledge, better use of library space, and provide for the long-term preservation of printed documents. Those tiers might look something like this: a. Tier 1-Support for Dark Archives. Give support to third party dark-archive initiatives to foster an environment in which we are able to deaccession certain low-use materials without fear that they will become permanently inaccessible. b. Tier 2-Regional Participation in Archival Initiatives. Actively participate in regional and consortial archiving initiatives, such as WEST. These initiatives would allow us to deaccession low-use journals in full confidence that they will remain readily available from other institutions in the region. c. Tier 3-Local Archival Strategies. We may create local dark archives of materials that get little use but should, for whatever reason, be safeguarded and preserved for the future. 7. We are hoping to enlarge our on-going discussions with other local research libraries regarding collaborative collection development and collaborative deaccessioning. 8. Generally speaking, we acquire formally published documents for purposes of supporting real-time research and teaching needs, and unpublished documents for purposes of preservation and future

research needs. The division between these endeavors is not absolute or perfectly consistent, but it is consistent enough to be meaningful, and it must shape the way we think about print strategies.

Circulation of print steadily decreasing. Space is limited in remote storage unit.

Emory and Georgia Tech are partnering to transition to a single shared collection. While still in the planning phases this will involve, in part, a shared Harvard style high-density storage facility and involve de-duping stored collections.

Expected new building that will house six of our libraries was the catalyst for hiring a consultant to provide a libraries-wide assessment of our book collection. Increased focus on adding library materials in support of current research and teaching needs of campus.

For our medical library: Basically we have limited medical campus storage space for older bound print journals, and we do not have a budget for remote storage. Due to limited space in the library, we purchase only e-journals, and our expenditures on e-books far exceeds our print book budget. Our print books aren't expanding since we maintain a balance weeding older books and purchasing new books based on our limited circulating collection space in the library. Our strategy has primarily been to purchase electronic back files/archives with perpetual access agreements (and PORTICO or LOCKSS back-up) since we do not have any more space available in our on-campus storage space.

I believe that if librarians and faculty trust the library administration and understand the process, there will be less resistance to processes and projects that involve weeding.

Libraries will join HathiTrust, which will change approach to certain holdings, esp. to brittle volumes. One branch is closing, and another may.

Moving to "just in time" rather than "just in case" wherever possible.

Since we have several projects in the works (off-site shelving facility and the CIC Shared Print) we are just starting the process of these decisions. Our shelving and storage committee makes recommendations and we distribute and discuss from there with ample time for input from various library constituencies.

The Libraries created a new position in 2012 for the Head of Collection Management. This position is responsible for providing leadership and advocacy for furthering a comprehensive vision for the Libraries' physical collections. This includes: developing policies and procedures related to physical collections; research, design, and implement data collection and analysis strategies to support effective collection management of existing and prospective physical collections; and developing a comprehensive collection plan that integrates physical and electronic resources.

The library, including Special Collections, is very selective about the acceptance of gifts to the collection—insuring that these materials fit well within the scope of our collection development policies.

The over-riding concern has been space constraints in the stacks and more recently space constraints in the RRS. As a result, there have been increasing efforts at deaccessioning.

The questions on this survey suggest that some libraries now regard their print collections as liabilities to be minimized. Although we have converted our journal subscriptions to electronic format whenever possible and appropriate, we continue to value our existing print holdings and do not regard them as problems to be done away with. We also purchase ebooks, but do not (yet) regard them as necessarily preferable to print books and we are still somewhat wary concerning their permanence (especially patron-driven acquisition programs, which we do participate in and value for their convenience to current users, but don't see as replacing traditional collections at least in the near future).

The university is a participant in WEST. We plan to use the print archive to make decisions about drawing down print—especially in the science library, which we plan to renovate and expand over the next several years.

This survey was extremely hard to answer as none of our activities seem to match your categories well. Our high-density storage facility houses three million volumes. It is on our west campus—not adjacent to our facilities or our regular classroom buildings, but is not technically "off campus." Please feel free to move our answers accordingly. Our high-density facility is partly state-funded and part of a state network of storage facilities although all of the materials housed in the facility are owned by the Libraries, it is on university property and staffed by library employees. It also houses special collections staff, offices, and their reading room. We also participate and have collections stored in the CIC-operated Shared Print Repository at Indiana. We are in the process of bringing online "outsourced" storage as well. That will be a contract with a vendor for storing extensive special collections in a vendor-managed facility. I don't know how to fit that information into your categories. Our high-density storage facility was brought online in the 1990's and thus it is hard to say who was involved in decision-making, etc. The communication questions are similarly hard to answer. These activities have been normal operations for many years, if not decades. It is not necessary for us to do any particular communications regarding them. We certainly provide information on the locations patrons see in our catalog and explain how to request materials from our facilities. However, we offer office delivery for our collections regardless of where they are housed, so it is relatively irrelevant whether they are in the main library or our high-density storage facility (we scan articles as well and ship our monographs to offices).

UNC Chapel Hill shares, with Duke University Libraries, a high-density storage facility, the Library Service Center. We do have a consortial arrangement for maintaining single copies of journal titles. We at UNC have sent more than 1.5 million volumes into the facility and are now engaged in a long-term, more moderately paced process.

We "float" our collection among our campuses so that if a book is checked out to a patron at one campus, they can return it to that campus and it will sit on the shelf at that campus until it is requested by someone else at another campus.

We are about to initiate an analysis of our print monograph collections, working with an outside vendor, to support decision-making around retention of print. Currently, we have collections housed at a commercial facility, and two separate on-campus locations. Decision-making has been opportunistic, not strategic, to date. There is recognition of the need to develop a strategic, selective decision-making process.

We are already a member of several resource sharing partnerships. We will continue to build on these and, hopefully, enter into some shared collection development partnerships. Where possible we will only purchase content in e-formats.

We are increasingly interested in HathiTrust or other stable digital content providers. We have an active digitalization and digital preservation program. And we are actively involved and interested in emerging initiatives for shared print archiving, including in other Canadian and US-based regions and networks.

We are just beginning many of these processes. We have had off-site storage for some time, it mostly holds print materials that we have in electronic format. We anticipate ramping up decision-making about what stays on campus, what goes into storage, and what is deaccessioned. We are developing guidelines for these activities now and once draft guidelines are approved, we will develop a comprehensive communication plan.

We currently purchase a very small proportion of our monographs in electronic format, but I anticipate that will increase over time.

We have moved large (700,000+ items to one facility; 400,000+ to another) active collections off-site to transform central library floors into labs and study spaces. Off-site collection remains available in the catalog and can be requested for next-day delivery from larger remote site and 3-day delivery from smaller site.

RESPONDING INSTITUTIONS

University of Alberta

Arizona State University

Boston University

Boston College

Brigham Young University

University of British Columbia

University of Calgary

University of California, Irvine

University of California, San Diego

University of California, Santa Barbara

Case Western Reserve University

University of Chicago

University of Colorado at Boulder

Colorado State University

University of Connecticut

Duke University

Emory University

University of Florida

University of Georgia

Georgia Institute of Technology

University of Hawaii at Manoa

University of Illinois at Chicago

Indiana University Bloomington

University of Iowa

Iowa State University

Johns Hopkins University

Kent State University

University of Kentucky

Louisiana State University

University of Louisville

McMaster University

University of Manitoba

University of Maryland

University of Massachusetts, Amherst

Massachusetts Institute of Technology

University of Miami

University of Michigan

University of Minnesota

University of Nebraska–Lincoln

University of North Carolina at Chapel Hill

North Carolina State University

Northwestern University

Ohio University

Ohio State University

University of Oklahoma

University of Oregon

University of Ottawa

Pennsylvania State University

Purdue University

Rice University

University of Rochester

Rutgers University

University of Saskatchewan

Southern Illinois University Carbondale

University at Albany, SUNY

Syracuse University

Temple University

University of Texas at Austin

University of Utah

University of Virginia

Washington University in St. Louis

University of Waterloo

University of Wisconsin–Madison

Yale University

York University

REPRESENTATIVE DOCUMENTS

Collection Management Strategies

Campuses +   UBC Directories +   UBC QuickLinks +   Search

UBC   a place of mind   UBC LIBRARY   Collections

| Library Home | Search Collections | Hours & Locations | Use The Library | Get Research Help | About Us | | LOGIN ▼ |

Library Home » About Us » Library Collections » Budget and Planning » E-Only Strategy

E-Only Strategy

The UBC Library collections standard is increasingly shifting towards purchasing new resources in online format wherever possible. This has been the norm for our journal collections for some years and the transition is now spreading to our book collections as well.

Tight budgets have led the Library to review our resources ever more carefully. Duplication and overlap has been reduced wherever possible and hard decisions about cutting some resources are being faced. The biggest challenge is finding ongoing funds for materials that have price increases beyond the inflation rate every year. Equally difficult is finding funding to support new titles, programs and platforms upgrades.

The Library has been increasingly canceling print subscriptions for serials titles in favour of providing the online format only. In some cases, the advance to online has afforded us access to a deeper archive of online content than we hold in print. The library will continue to transition titles as we are able to negotiate stable access with publishers and our consortia partners. In some cases, the Library has had to cancel journal subscriptions entirely due to budget restrictions. Contact your liaison librarian for alternate resources if the journal you are interested in is no longer part of our subscriptions.

View the list of journals that have been cancelled or transitioned to the online format here.

Learn more about what you are able to do with our licensed resources here.

Last updated on June 21, 2011 @9:48 am

Budget and Planning
Budget 2010

FAQ: Budget Deficits and Cancellations

E-Only Strategy

Navigation
» UBC Library Collections Home
» News
» About the Collections
» Budget and Planning
» Digital Content
» Cooperative Collecting
» Scholarly Communications
» Copyright
» Contribute
» Contact

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» Recommend a resource
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The Library

Policy No.: 3

Approval Date: September 2012

Last Revision: Draft, June 20, 2012

Responsible Executive: Associate University Librarian, Collections

Title: Duplicate Copies

Background & Purposes:

UBC Library purchases materials that support the teaching and research interests of the University of British Columbia. To provide the broadest possible range of materials to support this focus, while also taking into account user needs and limitations of budget, space and staff resources, UBC Library does not generally purchase, or accept as gifts, duplicate copies of items.

Scope:

This Policy applies to a duplicate, multiple or added copy, which is defined as an exact replica of an item. Duplicate materials may be available in more than one format (e.g. print, microform, electronic, audio or video). A version that contains new, deleted, or revised information is a different edition and, therefore, not considered a duplicate copy.

Governing Principles:

Duplication is generally avoided; however, there may be situations in which subject bibliographers decide to duplicate items in different formats. Where the decision is made to duplicate a print title, electronic versions will generally be the preferred format, taking into consideration factors such as cost, amount of use, ease of use, storage space, preservation, quality of illustrative content, availability to remote or simultaneous users, and frequency of updating.

Exceptions:

Exceptions to this Policy of not acquiring duplicate copies will be considered on an individual basis by the appropriate subject librarian, including in the following circumstances.

- Material that has demonstrated or anticipated high use (e.g. multiple holds, including materials on course reserve or in reference)
- Items for which an archival copy must be retained and does not circulate
- Items that are unique to Vancouver, British Columbia or Canada
- Items required by students in more than one library location

- Interdisciplinary items, where multiple locations share responsibility for collection development in the subject. Liaison librarians in these areas will consult with one another, to avoid duplication of low-use items.
- Performance material, such as music scores, when required for performance purposes
- Items for which the existing format is no longer useable, such as VHS items being replaced by DVD or streaming video
- Items necessary for operational use which require regular and on-going consultation by library staff

Warehouse Retention Project (IRC)

Deliverables (based on tabs in the attached Excel Spreadsheet)

- Review1, Review2, and Review3 - For each tab, review the titles in your disciplines (either by Fund Code or Call Number) and let Jay know of any titles that **should not be discarded** and provide a reason for your recommendation. (The default action for each of these tabs will be to discard.)
- Due date **- June 15, 2012**
- Questions? - Contact Jay Forrest

Background

As mentioned in the March IRC meeting (https://libshare.library.gatech.edu/docs/DOC-6336), the overall goals of the retention strategy are to best utilize staff and library money in the preservation of collections and to minimize the risk of mold recurrence in the warehouse.

These goals can be accomplished by evaluating our holdings and deciding which titles should be retained. We can minimize the spread of mold by housing the portion of the collection exposed to mold in the side room of the warehouse. Renovations have already occurred to replace the plastic barriers with more permanent structures. We can minimize the staff time in cleaning the exposed volumes, by reducing the number of volumes that will need to be cleaned.

To fit the exposed collection entirely within the separate room, we have need to achieve at least a 20% reduction in the warehouse collection. Currently, only 7% of the volumes are held in electronic backfiles, so we will need to look at the other criteria outlined in the PowerPoint presentation at the March IRC meeting (https://libshare.library.gatech.edu/docs/DOC-6337).

Spreadsheet Description

The attached spreadsheet provides a list of all warehouse titles that have been exposed to mold, either in the Library Basement or in the Warehouse before containment, and has multiple tabs.

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Warehouse Retention Project (IRC)

- **Metadata** - indicates the data source or how a particular field was calculated
- **Review1** - This tab contains titles where GT owns or has access to an electronic backfile. 377 titles, 10,524 volumes - 7% (this list is sorted by Call Number)
- **Review2** - This tab contains titles that have no recorded usage (see metadata tab). 1,847 titles 25,712 volumes - 18% (this list is sorted by Call Number)
- **Review3** - This tab contains titles that scored 6 or higher. 1,167 titles, 13,917 volumes - 9 % (this list is sorted by Call Number).
  FutureReview - This tab contains titles that scored low and a backfile is available, but not owned, usage generally indicates that we would not discard the print unless the backfile was purchased. Backfiles for several of these titles can be purchased individually (e.g. Sage and Cambridge). 424 titles, 13,673 volumes - 10%
    - **ExemptfromReview** - This tab contains items that scored low (5 or less) where there are no known backfiles. 2,472 titles 79,489 volumes - 55%
- **ASERL** - Items being considered for contribution to the ASERL CJR.
- **Summary** - Indicates the number of titles by FUND Code, generally following https:// libshare.library.gatech.edu/docs/DOC-5001

Notes

- Scoring: The score column is a mathematical score to provide a general assessment of the title, its components include, completeness, local and ILL use, the availablitity and ownership of backfiles, ILL rights to those backfiles, contributions of the title to ASERL and LOCKSS or Portico, and the risk of mold. Higher scores indicate a greater mold risk and reduced need to keep the print.
  ILL Impacts:
    - Review1: 17 titles (447 volumes) have sources that do not allow ILL. From 2009-2012, there were 3 RAPID requests for pre-1980 articles, and 7 ILL Lending requests for all dates held (not just pre-1980).
    - Review2: No impact to ILL
    - eview3: Based on past usage, I would expect that removing all titles from this list would increase our ILL borrowing by 24 articles per year and decrease ILL lending by 13 articles per year.
- ASERL Cooperative Journal Retention: ASERL CJR contributions do not appear on this list. The ASERL tab reflects a small number of titles that will be considered for a second round of contributions.

Print Journals Withdrawal Project

Purpose

Review print holdings of journals with electronic equivalents (1980-) that are available to both local and ILL borrowers and where the Library has purchased archival rights.

- Read Jay's Word Document distributed at the May 18, 2011 IRC meeting which provides the context for the review as well as additional information.

Journal Titles To Be Reviewed and Evaluated

- Front files (1980-) of journals for which we have purchased online backfiles with archival rights and where our license permits ILL.
- With one exception (Annual Reviews), these are the same journal collections that were withdrawn during the recent collection relocation of pre-1980 titles to the warehouse as a result of the mold situation.

Process and Timeline

- Assumption is that all of these titles will be withdrawn unless a recommendation is received to retain the print copy. If print volumes of a title are retained, they will be located in the warehouse.
- Subject librarians can review a union list of all titles in call number order (Union LCCN tab on Jay's spreadsheet) to identify appropriate call number ranges and review those titles.
  To recommend a title for retention of the print volumes, send an email to both Jay and Nancy by 5PM on Wednesday, June 8th and provide the following information:
    - ISSN
    - Title
    - Compelling reason for retaining the title (e.g. Images,Rarity, Potential historical significance, etc)
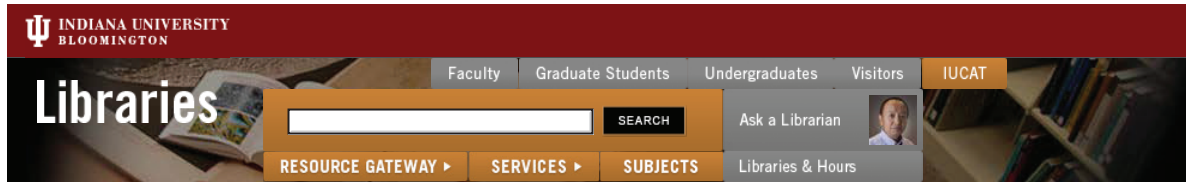- Deadline extended until 5PM on Friday, June 17th.

Documentation

Jay's Excel spreadsheet contains the following tabs:

- Collections - List of the collections being reviewed
- **Union LCCN - Combined list of all titles to review sorted by LC call number**
- ACS - List of American Chemical Society titles
- AR - List of Annual Review titles
- IOP - List of Institute of Physics titles
- Nature - List of Nature titles
- RSC - List of Royal Society of Chemistry titles
- ScienceDirect - List of titles in 12 ScienceDirect subject backfile collections
- Wiley - List of titles in 3 Wiley subject backfile collections

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Print Journals Withdrawal Project

- JSTOR - List of titles in JSTOR collections (No formal review as titles will be considered only if ILL is available)
- IndexAbstracts - List of Indexes and Abstracts that will be moved to the warehouse per 2008 IRC review and decision
- ILL - Current list of publishers with ILL permissions

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Libraries » African Studies » African Studies Collection Description

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African Studies Resources

About the Collection

More Collection Resources

Research Guides

Contact Information ▾

Librarian: Marion Frank-Wilson
Location: Herman B Wells Library E660
Phone: (812) 855-1481
✉ **Email** mfrankwi

Libraries & Subjects ▸

» African Studies
» Fine Arts Library ⓘ
» Lilly Library (Rare books and manuscripts) ⓘ
» Government Information--Foreign Documents ⓘ

last updated: 3/12/2010

African Studies Collection Description

General Purpose

The Librarian for African Studies is responsible for building and maintaining a collection of materials produced about Africa and in Africa in all media that will support the present and future undergraduate, graduate, and post-doctoral educational needs of Indiana University students and research needs of African Studies faculty, and contribute to cooperative national projects of the Africana Librarians Council (ALC), Association of Research Libraries (ARL), Cooperative Africana Microform Project (CAMP), and Committee on Institutional Cooperation (CIC). To accomplish this the Librarian for African Studies selects print, microform, audiovisual, and electronic materials for the research collections of the Bloomington campus and provides electronic/digital access to the collection by maintaining a web site and by digitizing appropriate materials (e.g., "Digital Somali Library", "Nuer Field Notes Project", etc.). Materials are selected comprehensively for the Main Library's Research, Reference, and Media collections, the Government Information Department, the Fine Arts Library, the Geography & Map collection, and as appropriate for other collections including the Business/SPEA, Education, and Geology libraries.

Subjects

The African Studies Program at Indiana University supports a wide spectrum of courses and research in the humanities and social sciences, with special emphasis on history, linguistics, anthropology, folklore, and the arts. Particular emphasis is on research related to three thematic areas: 1) expressive culture, 2) political economy, and 3) trans-nationalism. The library collections reflect this range of interests with emphasis on in-depth collections in such disciplines as history, anthropology, archaeology, folklore, ethnomusicology, the fine arts, literature, film, communication, culture, linguistics, economics, political science and government, and ecology and conservation, and less comprehensively in religion, philosophy, geography, and education. Gender-related materials are acquired in all disciplines, as are materials relating to Islamic cultures.

Textbooks and technical studies on law and the natural and applied sciences are not collected. However, general works and works with obvious interest for social and humanistic studies on law, botany, zoology, geology, agriculture, medicine, and the health sciences are purchased for the research collection or appropriate branch library.

Languages

Materials are collected in all major west European languages and in the official languages of African states except for Arabic. The Librarian for Middle Eastern and Islamic Studies collects Arabic material published in North Africa. The Librarian for African Studies collects only Arabic material published in Sub-Saharan Africa. Materials in Scandinavian languages and minor west European languages such as Flemish are not collected.

Dictionaries and grammars are purchased for as many African languages as possible. Linguistic materials and vernacular texts are collected in depth for the following languages which are a national resource in the U.S., are national or widely used languages in Sub-Saharan Africa, and are used in research at Indiana University:

Afrikaans
Bambara
Chichewa
Chitumbuka
Fula
Hausa
Igbo
KinyaRwanda
Kirundi
Kpelle
Lingala
Ndebele
Sango
Shona
Somali
Sotho
Swahili
Tswana
Twi (Akan)
Wolof
Xhosa
Yoruba
Zulu

Materials in Amharic are not a focus since Michigan State University maintains a comprehensive collection. Vernacular texts and linguistic materials will be collected selectively in other languages and in creole languages.

The continent of Africa (except Egypt which is covered by the Librarian for Middle Eastern and Islamic Studies and subject bibliographers) and the Indian Ocean and Atlantic islands are covered.

Historically, primary emphasis has been on Sub-Saharan Africa, although recently emphasis has also been placed on materials in English and French from or about North Africa. Research-level collections including rare books, local imprints, major journals, political pamphlets and other ephemera, government publications, archival and manuscript materials on microform, audiovisual, and electronic materials in addition to commercial and scholarly publications are acquired for Anglophone, Francophone, Lusophone, and Hispanophone Africa.

Historically, the major focus has been on West and West Central Africa. Publications from Benin and Gambia were emphasized given Indiana University's responsibility for the Small Country Project of the Africana Librarians Council. Somalia is given emphasis since Indiana University is a depository of the International Somali Studies Association. Southern Africa has been a more recent focus of the collection. Because of the large volume of material published in South Africa, it is not possible to collect in great depth. Yale and Northwestern Universities collect comprehensively on South Africa. The current focus is on countries with which Indiana University has exchange programs and/or countries which are the focus of faculty and graduate student research: Cameroon, Ghana, Kenya, Malawi, Mali, Burkina Faso, South Africa, and Zimbabwe. Other countries for which there is special emphasis are: Senegal, Cote d'Ivoire, Guinea, Nigeria, Uganda, Tanzania, Mozambique, Namibia, Angola, and Somalia.

For the Indian Ocean and Atlantic islands, teaching-level collections are acquired in all disciplines except for folklore and literature, for which research-level collections are acquired.

Government Publications
Due to financial constraints and inadequate staffing, there is less focus on government publications than is ideal for a research-level collection.

An attempt is made to acquire census reports, development plans, yearbooks, and other compendia of general or statistical information, and the government handbooks, constitutions, and guides to archives and publications for all Sub-Saharan African states. Materials that support research in economics, development, political science, government, and history are acquired as funding permits. Historically, priority for developing more in-depth collections has been given to Nigeria, Ghana, Cote d'Ivoire, Senegal, Liberia, Kenya, Tanzania, South Africa, Botswana, Malawi, Gambia, and Benin, although collections for these countries have been uneven over time. Current emphasis on building more in-depth collections is on the same countries listed under geographic coverage above. Few materials on the arts are published by African governments. Those which are acquired are shelved in the Fine Arts Library.

In consultation with the International Documents Librarian, the publications of intergovernmental African organizations such as the African Development Bank, ECOWAS, OAU, and UN Economic Commission for Africa are acquired. Since Indiana University has standing orders for publications of major international organizations such as the UN, UNESCO, and the World Bank, and is a US government depository, the Librarian for African Studies does not have to acquire publications on Africa from these organizations. Historically, some intergovernmental African organization publications, such as those for ECOWAS, have been shelved in the Research Collection. The publications of all new African intergovernmental organizations, such as SACDD, SADC, and PTA, which are purchased on African Studies funds, are shelved in the Research Collection.

The Librarian for African Studies makes recommendations to the Foreign Documents Librarian for publications about Africa from West European governments.

Official gazettes are not acquired because the ARL Foreign Official Gazette Project makes them available through microfilming at the New York Public Library and Library of Congress.

Maps and Atlases
An attempt is made to acquire maps and atlases produced by African governments and travel maps that can be used for planning fieldwork. Maps are acquired for the Geography & Map collection. National atlases are acquired for the Main Library Research Collection.

Newspapers
Subscriptions are held for approximately twenty African newspapers from the major regions of Sub-Saharan Africa. Priority is given to newspapers for which Indiana University Library has national collection responsibility and which are used for research and read regularly by persons affiliated with the African Studies Program. A list of other African newspapers which have online open access is provided on the African Studies website.

Serials
Subscriptions are held for serials of research value for all disciplines for which materials are collected in-depth, including publications from Africa and those issued by scholarly organizations and trade publishers outside Africa. Because of Serials Department policies regarding irregularly and infrequently published serials, the Librarian for African Studies also must acquire serials from vendors and on exchange which are not on subscription in the Serials Department (e.g., African telephone books). The African Studies curriculum, research interests of faculty, collection responsibilities for CAMP (Cooperative Africana Microform Project), and cooperative programs for the Africana Librarians Council, ARL, and CIC will be taken into consideration in placing other subscriptions.

Ephemera

Ephemera are acquired selectively by gift, exchange, and purchase which complement materials acquired and cataloged for the Indiana University Library. Emphasis is given to materials of scholarly value which are not cataloged under current Indiana University Library policies, especially to sample serials and newsletters and other irregular publications of social and political organizations that are active in Sub-Saharan Africa. Sample periodicals will be kept for ten years, then given to another library that needs them or added to the pamphlet collection if no major library holds them. Reprints will be collected (in the Pamphlet collection) only from periodicals not held at Indiana University, except for articles by Indiana University faculty. Recent catalogs of African universities from countries in which Indiana University faculty and students do research will be collected if available free of charge. Unpublished conference papers will be collected if available free of charge.

Theses

US theses are ordered only upon request by a faculty member or graduate student. Foreign doctoral dissertations are acquired by the Center for Research Libraries, and CAMP acquires some foreign MA theses. These may be borrowed on interlibrary loan. Currently, Indiana University is exploring the possibility of acquiring theses from African universities with which it has exchange ties as part of a Title VI African Cooperative project.

Cooperative Projects

Indiana University belongs to the Africana Librarians Council (ALC) of the African Studies Association and CAMP (Cooperative Africana Microform Project) of CRL (Center for Research Libraries). It cooperates in acquiring Africana for nationwide use as a member of these groups and will continue to participate in cooperative projects of ALC and CAMP which benefit Africanist scholars at Indiana University and throughout the United States. Indiana University also will cooperate in any ARL or CIC projects that are relevant for African Studies.

Materials Excluded

Afro-American materials are acquired by the bibliographer for Afro-American Studies. The Librarian for African Studies acquires Afro-American materials if they relate to diaspora studies or in those cases where the bibliographer for Afro-American Studies does not acquire relevant materials needed at Indiana University.

Materials on the Third World are acquired only in those instances where the subject bibliographers do not acquire relevant materials. The Librarian for African Studies makes recommendations for the acquisition of Third World and inter-area materials to the Global Studies bibliographer and to the Collection Development Committee for purchase on the general fund.

Children's books about Africa in European and African languages are acquired only if they are written by a creative writer or scholar whose complete works are collected, or include primary material relevant for the Research Collection. The Librarian for African Studies will recommend children's books about Africa for purchase by the Education bibliographer. Gifts of children's books will be given to the Education and Campus View (family housing) libraries as appropriate.

Materials on economics and development which are acquired for the Business/SPEA Library are not duplicated in the Research Collection.

Cookbooks are not acquired. Fiction about Africa by non-African authors is acquired only if it has significant relevance for Africa. Northwestern University collects fiction about Africa by non-African authors comprehensively.

Criteria for Placing Materials in the Auxiliary Library Facility (ALF)

Materials will be placed in the Auxiliary Library Facility, as needed, according to the following criteria and in consultation with the faculty of each discipline: older serials; serials which have ceased publication; serials which have been cancelled which are indexed in a periodicals index available at Indiana University or have a separately published index which can be shelved in the research Collection; books at the secondary school level which are retained for their historical value; and books published before 1950 which are not used frequently.

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<u>About the Libraries</u> » <u>Library Policies, Procedures, and Guidelines</u> » Collection Development Policy

Collection Development Policy

University of Massachusetts Amherst Libraries
Collection Development Policy

I. Our Research Mission

The UMass Amherst Libraries mission is to support the teaching and research efforts of the university. Communication between library liaisons and faculty to identify materials to support research and programmatic needs is central to acquiring resources that faculty and students need.

This policy provides a framework for the underlying principles and guidelines in the selection, acquisition, evaluation, and maintenance of library resources. It also helps to communicate the Libraries' policies concerning goals and methods to faculty, students, staff and users. As academic programs, information needs, and technology change, the Libraries remain committed to meeting new information demands.

II. Balancing the Collections

Until the last decade of the twentieth century, academic library collections primarily comprised print materials. The advent of electronic resources and the rising demand for access to them has shifted the focus of library collections. However, the basic goal remains: to provide the UMass Amherst community with the resources it needs to pursue academic excellence. The Libraries' collection development program has always strived to provide information in the most appropriate formats. When scholarly materials are available in multiple formats, the Libraries will normally acquire the material in only one format to efficiently steward the University's resources. There are instances, however, when having resources available in more than one format allows us to make the material accessible to library users when and where they need it.

III. Access Versus Ownership

Understanding that no one library can acquire materials to satisfy all of the needs of its users, the UMass Amherst Libraries are committed to providing access to materials we do not own through resource sharing and cooperative collection development agreements with other libraries. Integrating access to resources that are not part of the Libraries' collection is a necessity and provides the university community with access to a wider range of materials than the Libraries could ever hope to provide within our materials budget.

The UMass Amherst Libraries goal is to continue to integrate an approach to materials that includes a balance of traditional, locally owned materials along with access to materials that are not owned. Cost-efficient and best practice models will be incorporated into the decision-making process regarding access to information in all formats.

IV. Collection Development Guideline

The Libraries adhere to the guidelines below:

- Develop high quality, relevant and balanced collections to support and strengthen teaching and research.
- Implement collection management policies to build and maintain print, electronic, and media resources to support information needs of the University.
- Provide leadership in a team-based environment to plan, manage, and formulate policies, and to prioritize resources to develop balanced collections that meet new demands and evolving technologies.
- Communicate with faculty to build on existing collection strengths where those align with current research and curricular needs and to develop awareness of new and evolving areas of scholarship.
- Expand access to information through resource sharing and other cooperative agreements with libraries locally, regionally, nationally, and worldwide.
- Share with faculty how they can make a difference with new scholarly communication models.

V. General Criteria

The following criteria apply to all materials. Particular criterion may assume greater or lesser importance depending on the type of materials under consideration or the subject matter covered.

- Curriculum and research need.
- Scope and content – comprehensiveness and depth of coverage.
- Scholarly value.
- Currency and timeliness.
  - Computer books, especially computer manuals, published 4 years or before are not selected or purchased.
  - Selection of older editions would only occur with valid reasons.
- Relevance to existing collections.
- Physical quality and/or special features.
- Availability of materials through Interlibrary Loan or document delivery.
- Inclusion in major indexing and abstracting tools or professional organization indexes.
- User-friendly search interface.
- Suitable for use on available hardware and platforms.
- Consistently reliable response time and overall technical performance.
- Cost – the purchase price as well as any on-going expense of maintaining access. Excessive cost may limit access.
- Mode of access available from the vendor (e.g., Internet, LAN, single workstation)
- Size of the potential audience

UNIVERSITY OF MASSACHUSETTS AMHERST

Collection Development Policy

http://www.library.umass.edu/about-the-libraries/library-policies-procedures-and-guidelines/collection-development-policy/

VI. Resources Collected

The UMass Amherst Libraries collect all manner of formats and materials which support the University's teaching and research. These materials may be physical (e.g., books, paper journals, microforms, maps, pamphlets, and music or video recordings) or digital (e.g., online access to citation and full-text databases, e-books, spoken-word, music or moving images).

VII. Resources Not Collected

The UMass Amherst Libraries do not collect materials in certain categories. These include but are not limited to: classroom texts, large-print books, or individual software packages. Ephemera are not acquired for the general circulating collection.

Material in outdated formats (e.g., Betamax tapes, floppy disks) is generally not collected. In limited cases, notably in conjunction with faculty requests, materials are accepted or purchased which require external support not provided by the library (PAL-system audio visual materials, for example).

VIII. Collection Maintenance and Evaluation

A. Preservation

The collections of the UMass Amherst Libraries, in addition to their intellectual and aesthetic value, represent a substantial economic investment. The responsibility to build research collections carries with it the obligation to ensure that these collections are permanently accessible. The Libraries are committed to the retention, preservation, and long-term access of the collections they hold in perpetuity, regardless of format.

Active participation and leadership in preserving the Libraries' collections is the responsibility of Library staff. Decisions on preservation of damaged materials and replacement of lost, stolen or damaged materials are based on use and condition of the materials, availability of the information in the same or other formats, and within the overall context of the Libraries' Collection Development Policy, balancing the constraints of cost, historical and aesthetic and scholarly value, and user accessibility.

Preservation of library material is accomplished through storage of materials in proper conditions, through careful handling and housing, through use of security systems designed to eliminate mutilation and theft, through commercial binding and rebinding, through commercial microfilming, through refreshment and migration of electronic files, and through repair or replacement of damaged materials. The Libraries' disaster response plan is reviewed and updated annually and a team of library personnel is trained for disaster response and salvage.

Materials of unique aesthetic or historical value should be preserved in their original form. Where costs, deterioration, or damage prevent the preservation of materials, attempts will be made to replace items valuable to the collection in reprinted editions or alternative formats. Continuing access to electronic titles cannot be guaranteed once the format in which they are published becomes technically obsolete. However, the Libraries support and participate in digital preservation research programs in order to address this issue in the longer term.

B. Deselection (Weeding)

Weeding is an integral part of the collection development process.   Weeding helps keep the collection up-to-date by removing older editions, so there is room for newer materials that ensure the collection remains responsive to user needs and to optimize the use of space. The following factors are generally considered in the weeding of library materials:

1. Retention

- Past usage data
- Value for historical research
- Last copy with archival value

2. Discard

- Multiple copies of older editions
- Superseded volumes of reference works
- Physical condition

C. Duplicates

Decisions to purchase multiple copies are based on heavy demand, either present or anticipated, due to class assignments, course reserves, status of a title or author, or high circulation of a title.

D. Replacement

1. Monographs

Library liaisons are responsible for making decisions regarding replacement of lost, damaged, missing, or worn-out Library monographs as funds permit. It is the responsibility of the appropriate subject selector to decide, within the guidelines of this policy, whether to replace a specific monograph or purchase a comparable one, and in what format.

Replacement is always preferred over rebinding for inexpensive in-print titles. Current editions are preferred over previous ones, unless the earlier edition has special distinguishing characteristics.   It is usually desirable to replace monographs or serials in their same format; however, electronic or microform versions should be considered for extensive serial replacements.

2. Serials

Staff will identify lost, damaged, missing, or worn-out serials and notify Acquisitions. Decisions to replace annual, biennial, and irregular serials will be handled according to criteria set forth in this policy. The following serial items will not be replaced:

- Newspapers or newsletters unless a special need exists;
- Titles that are not retained permanently;
- Titles that are not indexed;
- Titles routinely replaced by microfilm.

E. Withdrawal of Materials

An item is discarded if it is worn, mutilated, or defective, and/or a decision has been made not to retain it.

F. Lost or Missing Materials

An item is declared officially lost and entered into circulation records as such after it has been reported lost by a borrower or presumed lost by the library. If a lost item is returned or a missing item is located after its records have been withdrawn, a decision concerning its addition to the collection will be made by the selector within the guidelines of this policy.

G. Gifts

The Libraries welcome donations of all types of recorded information which support the university's curricular and research programs. Gift materials, both individual items and collections, can be valuable additions to the Libraries' collections.

Because of space limitations in our libraries, we encourage donors to consult with library liaisons when planning to donate books and other printed or recorded material. Depending on the number of volumes being offered to the library, the Associate Director for Collection Services may request an on-site evaluation of the collection by the appropriate subject specialist before a determination to accept can be made. Materials that are judged to be more suitable to our special collections are referred to the Libraries' Special Collections and University Archives department.

All offers of gifts receive careful consideration and are evaluated in terms of the collection development goals of the Libraries (see especially sections IV-VI of this policy). Materials appropriate for the collection include: hardbound or good quality paperback scholarly monographs; music compact discs and scores; videos and DVD's. Materials that do not meet the Library's collection development goals will be disposed of through sale, exchange, donation, or discard.

Upon receipt, donated materials become the property of the Libraries. The decision to add gift materials to the collection will be made by subject specialists, the Head of Special Collections and University Archives, or the Associate Director for Collection Services in consultation with other Library staff as appropriate. In general gifts to which the donor has attached conditions, such as those concerning retention, housing, classification and use, will not be accepted for inclusion in the Library collection. Exceptions may be made for materials, primarily manuscripts and personal papers, which would be appropriately housed in the Libraries' Special Collections and University Archives department.

The Libraries encourage donors to obtain an independent appraisal of their gift's value for income tax purposes. United States Internal Revenue Service regulations prohibit librarians from acting as appraisers of materials given to their institutions. The Libraries will, however, assist in identifying appraisers for this purpose. Interested donors will be referred to the Libraries' Development Office for information about claiming tax deductions for donated materials. Donors may also wish to consult their personal attorney or tax advisor for further information and legal advice.

With the exception of unsolicited materials, gifts to the Library will be acknowledged in writing. Please refer to the Libraries' Gift Policy (http://www.library.umass.edu /giftpolicy.html) for further information.

H. Storage

Due to lack of sufficient space, the UMass Amherst Libraries must periodically remove volumes to off-site storage. The following factors are generally considered when moving material to off-site storage:

- The primary criterion is use, which is defined as actual and anticipated use, not just the number of times an item has circulated.
  - Language itself is not a valid criterion. All materials, regardless of language, should be selected based on use.
  - Date of publication by itself is not a valid criterion.
- Bibliographers and selectors should consider the teaching and research needs of faculty in selecting materials for transfer.
- Availability of the material in another medium, such as electronic or microform, may be an appropriate criterion in some cases.
- How easily the format or size of an item, an oversized book or items other than printed monographs and serials, may be accommodated.
- The availability of online records or other adequate bibliographic access should be considered in selecting materials.
- Bibliographers and selectors should consider the physical condition when reviewing materials. Fragile materials could be damaged by the move to off-site storage and delivery to campus. Conversely, the environmental conditions in off-site storage may be beneficial for other materials that are not housed in optimum conditions.
- The retention of duplicate copies for materials sent to off-site storage should be avoided.
- Staffing, hours of operation, and users being able to consult materials onsite at the off-site storage facility may be factors in the decision to select materials to relocate.
- Errors will be made. Even with the best intentions and effort on the part of the selectors, some selection decisions may result in the assignment of library materials more appropriately shelved on campus. Such assignments will be addressed whenever they are identified.

Approved by SMG January 23, 2008
Reviewed and endorsed by Research Library Council March, 2008

Last Edited: 4 September 2008

UNIVERSITY OF MASSACHUSETTS AMHERST

UMASS AMHERST LIBRARIES
University of Massachusetts
154 Hicks Way
Amherst, MA 01003-9275

Strategy for Deaccessioning Books and Serials

The imperative to reduce the collection footprint is something many research libraries now face. The Libraries' collection space has exceeded the recognized 80% working capacity for over 10 years. We have been able to manage this through the ability to send materials, primarily serials and journals, to the Five College Libraries Depository (FCLD). However, space at the FCLD is at near capacity. Discussions are underway on how best to expand that facility but a solution is still several years away.

The forthcoming Du Bois Library electrical upgrade is scheduled to begin in July, 2012. It will have a significant impact on existing stack space. A minimal impact design now under consideration would require the removal of 8-12 sections per stack floor, possibly 25,000 volumes. There also is the potential now or in the future that the space required to renovate two existing electrical closets on each Du Bois floor will translate into an overall decrease in collection space of approximately 125,000 volumes. In either case, the impact is significant and the time frame pressing. Why the large impact? It is due primarily to building code changes in the past 35 years.

The Libraries' Master Plan for the Du Bois Library and the Science and Engineering Library proposes to repurpose library space to anticipate changing user needs, The Libraries must develop a coherent strategy for de-accessioning print materials to deal proactively with the electrical upgrade for near term and to meet changing service needs in the longer term.

We have developed strategic partnerships with the Four Colleges and the Boston Library Consortium to develop a systematic approach to withdrawing duplicate materials that are held elsewhere in these consortia, and to ensure continued access to materials for faculty and staff served by those member libraries. Other groups that have well-established models for withdrawing duplicate print materials include:

- Print Archive Network (PAN): The Center for Research Libraries was instrumental in creating PAN. PAN was designed as a prototype national print archives network, and builds on the overlap among currently active archives for JSTOR, the American Chemical Society, the American Physical Society, and the American Institute of Physics. It now has expanded to include other journals, and is intended to assign responsibility for material retention. The Five College Libraries are involved in ongoing discussions with PAN about the creation of a national network of print repositories.
- Orbis Cascade, a consortium in the Northwest, has taken an approach similar to PAN for creating a print archive of widely owned print journal backfiles. They recently merged with WEST (the <u>W</u>estern <u>R</u>egional <u>S</u>torage <u>T</u>rust) to plan for a

shared print archiving program. Other WEST participants include the University of California System, Stanford University, and the Greater Western Library Alliance (GWLA).

- HathiTrust http://www.hathitrust.org/about) was formed by Libraries that are part of the Committee on Institutional Cooperation (CIC).   It has been a leader in making digital surrogates of materials scanned through the Google Book Project and the Internet Archive available to HathiTrust members. It also is involved in efforts to create a national network of print repositories and a repository to preserve digital surrogates.

Libraries nationally and internationally are working in concert to ensure continued access to the scholarly record. With the UMass Amherst Libraries participating in these partnerships, we propose to take a phased approach toward deselecting print material to create space to accommodate planned service and facility needs.

Phase 1: Proposed Start Date – June, 2012
  1. Deselect *duplicate* print serials with no circulation since 2007 that are currently housed in the FCLD. There are approximately 15,000 volumes held at both UMass and the FCLD that are candidates for de-selection.
  2. Deselect approximately 50,000 duplicate copies of print monographs published *prior to 2002* that have not circulated/have not circulated three or more times since 2007 (past ten years).

Phase 2: Proposed Start Date – September, 2012
  1. Deselect monographs published prior to 2002 that have not circulated since 2007 and which are also held by one or more of the 4 College Libraries.

Phase 3: Proposed Start Date – December, 2012
  1. Work with Sustainable Collection Services (http://sustainablecollections.com/) to develop a strategy for de-accessioning additional print monographs based on:
      a. circulation data
      b. year of publication
      c. availability in the 4 College Libraries
      d. availability in the Boston Library Consortium
      e. availability in the HathiTrust
      f. other relevant information, including whether UMass is the *only* owning institution among the Five Colleges

The approach outlined above aligns with de-selection processes taking place at other research libraries. The ability to provide access to some of this material through HathiTrust actually expands and enhances access for faculty and student. Further, we are confident that the Interlibrary Loan/Document Delivery Department will be able to obtain for faculty and students any item which is not available locally on our shelves, as is ILL/DD's current practice.

Approved by the
Senior Management Group, February 22, 2012

Menu

PENN _____ UNIVERSITY | LIBRARIES

Accounts   Renew   Hours   Search

Welcome! Library Accounts

Penn State University Libraries (change library)

University Library Home

COLLECTION MAINTENANCE

MORE

ASK a Librar

Click here to return to Department of Access Services Home Page

About Collection Maintenance

Collection Maintenance maintains the collection in Pattee Library and Paterno Library and also assists the University Park Branch Libraries with collection redistribution and other projects. The operation is responsible for maintaining materials on more than 32.5 miles of shelves in Pattee and Paterno.

Every day the staff works in the main sorting area. Here books that have been returned are separated before being taken to their proper places on the shelves. The staff also goes to every floor and shelves the material for use by patrons. When classes are in session the staff handles an average of 15,500 books per week. During the final days of each semester the number of books being returned and used in the buildings skyrockets. Other daily duties include:

- Retrieving books from the book return
- Transferring new and rebound material to their proper locations
- Returning the materials used daily by Interlibrary Loan to their places on the shelves
- Remaining alert for mechanical, safety and security problems

In addition to the daily duties, the staff also engages in ongoing projects and responds to problems affecting the availability of the collection such as shelf reading and shifting materials.

If materials are not in proper sequence they become lost amid over 32.5 miles of shelving. When shelf reading, the staff goes through large areas of the collection checking every book to make sure that it falls in its proper sequence on the shelves, so that patrons can find it with ease.

Every two years the staff measures the entire collection. The unit manager then uses the gathered data to calculate collection growth and dynamics. For such a large amount of material the collection is surprisingly fluid and experiences constant growth and movement. Shifting is the project that responds to the collection's need for physical space. When an area gets crowded or congested the materials may become damaged. The staff "shifts" the collection according to the space projections so that the life span of the materials is not shortened.

In short, the overall job of Collection Maintenance is to make sure that the collection can be accessed by all patrons with the greatest possible ease. Whether a piece of material is new, has been used in-house, or has circulated outside the Libraries, the Stacks staff will have handled it at some point.

The Stacks

The Libraries' materials are organized primarily by the Library of Congress classification system, but large amounts of material are also organized using the Superintendent of Documents and Educational Cutter systems. These systems place a vast amount of material into a framework that makes the collection manageable for University Libraries patrons.

Every piece of material in Penn State's collection has one, and only one, place in a very specific sequence. If stretched out into one long line the collection is over 32.5 miles long, and each piece of material has its own particular place in that sequence.

Menu

PENN~~~~ UNIVERSITY | LIBRARIES

Accounts   Renew   Hours   Search

Welcome! Library Accounts

Penn State University Libraries (change library)

University Library Home > Cataloging and Metadata Services > Cat Ref Collection > Local Procedures

CATALOGING AND METADATA SERVICES

MORE   ASK a Librar

Withdrawal Procedure

This procedure applies to all materials except for serials and periodicals.

I. **General Information**
II. **Withdrawal Situations**
   A. **Withdrawing an Item from a Location (Not Last Print or Micro Copy)**
   B. **Withdrawing a Copy (Other Copies Remain) or a Volume (Other Volumes Remain)**
   C. **Withdrawing an Item That Has Been Digitized (Indicated by an eCopy Sticker on Back Cover and/or Staff note)**
   D. **Last Print or Micro Copy Withdrawals**
III. **Withdrawal Requests** (if unable to do the withdrawal(s) yourself)
   ▪ Withdrawal Request Forms: **Maps/Cartographic Material**, **Monographs**, **Music/AV**, **Serials**
IV. **Disposing of Withdrawn Items**

I. General Information

   ▪ **ALL** serial and periodical items **MUST** be handled by the Serials Cataloging Team. See Serial Withdrawal Request Form.
   ▪ All locations should have at least one staff member trained to do withdrawals.
   ▪ Contact the Cataloging Trainers for withdrawal training
   ▪ Submit a Cataloging Services Project Request in advance for large withdrawal projects.
   ▪ Follow the proper lost and missing search procedures before withdrawing any items.

Top

II. Withdrawal Situations

A. Withdrawing an Item from a Location (Not Last Print or Micro Copy)

   1. Use *Call Number and Item Maintenance* wizard to find item.
   2. Highlight your item's barcode.
   3. Change the *Home Location* to **WITHDRAWN**.
   4. It is **NOT** necessary to notify Cataloging about this type of withdrawal.

Top

B. Withdrawing a Copy (Other Copies Remain) or a Volume (Other Volumes Remain)

   1. Use the *Call Number and Item Maintenance* wizard to find item.
   2. Highlight your item's barcode.

3. Change the *Home Location* to **WITHDRAWN**.
4. It is **NOT** necessary to notify Cataloging about this type of withdrawal.

C. Withdrawing an Item That Has Been Digitized (indicated by an eCopy sticker on back cover and/or Staff note in Extended information section of the Call Number/Item record)

Note: This includes items that may be Last Copy withdrawals.

1. Use the *Call Number and Item Maintenance* wizard to find item.
2. Highlight your item's barcode number.
3. Do NOT change the *Call number* or *Class scheme*.
4. In the *Item information* section, change *Item library* to **Online and click *Save***.
   Note: If modifying one of multiple copies, this step will create a new holding.
5. Leave the barcode number in the *Item ID* box.
6. Change Item *Type* to **Online**.
7. Change *Home location* to **Online** and save your changes.
8. *Circulate* should remain checked.
9. Notify Cataloging if this is a Last Print or Micro (i.e., physical) Copy withdrawal using the appropriate Withdrawal Request Form.

REMINDER: Refer all periodical and serial withdrawals to the Serials Cataloging Team. Digitized materials are NOT an exception.

See also *Replacing an Item That Has Been Digitized* and *Replacing Only the Barcode for a Digitized Item*.

Top

D. Last Print or Micro Copy Withdrawals

1. Follow *Last Copy Procedures* in the *Collection Development Companion*.
2. Use the *Call Number and Item Maintenance* wizard to find item.
3. Change the *Home Location* to **WITHDRAWN**.
4. Notify Cataloging of ALL Last Copy withdrawals so that we can remove our holdings in WorldCat.
   Withdrawal Request Forms: Maps/Cartographic Material, Monographs, Music/AV, Serials

III. Withdrawal Requests (if unable to do the withdrawal(s) yourself)

Send Withdrawal requests by completing the appropriate online form:

- Maps/Cartographic material
- Monographs
- Music/AV
- Serials

IV. Disposing of Withdrawn Items

University Park locations should follow the instructions in ADMINISTRATIVE Guideline UL-ADG13 DISPOSITION OF LIBRARY MATERIAL.

Campus locations are also encouraged to recycle and may contact the Penn State Sustainability Institute with questions, as necessary.

Top

UNIVERSITY | **LIBRARIES**

Libraries Home
PSU Home
Accessibility Help
Web Site Help
Site Index
Libraries Intranet (Staff Only)
PSU Hotlines

RUTGERS University Libraries

STAFF RESOURCES

BOOKROOM | FIND PEOPLE | FIND COMMITTEES | SEARCH STAFF PAGES | STAFF RESOURCES INDEX

- Libraries Home
- Staff Resources Home
- Committees and Task Forces across RUL

- Access Services
- Administrative Services
- Budget Office
- Central Technical Services
- Collection Development
- Distributed Technical Services
- Facilities Planning and Management
- Human Resources
- Integrated Information Systems
- Library Faculty
- Marketing
- Planning and Assessment
- Public Services
- Research and Instructional Services
- Special Collections & University Archives
- Technical and Automated Services
- Training & Development
- University Librarian

- Sampling Dates
- Abbreviations & Acronyms

Rutgers University Libraries Staff Resources:
   Collection Development:
      Policies:

Collection Development Statement
Deaccessioning and Annex Transfer Policy for Circulating and Reference Collections

Purposes:

Deaccessioning or Transfer to Annex of materials in the Stacks or reference collections of the Libraries are done to remove from the shelves items that no longer are useful, in poor condition or occupying limited space needed for services or for other useful materials. Criteria for Deaccessioning or Transfer are implemented with input from the appropriate subject librarians. Deaccessioned materials may be discarded or sold. If they are brittle or damaged but potentially useful, they may be identified by the subject librarians as candidates for digital preservation. Items identified for removal to the Annex facility must fit within the criteria of the Annex Policy.

Criteria:

Utility:

Materials may be deaccessioned or sent to the Annex because they are superseded, plagiarized, retracted by the author(s) or judged dangerous to safety of persons or equipment by specialists in a particular field of study. (For example, obsolete medical texts can be dangerous if used by the unwary to treat themselves, and obsolete computer manuals can cause problems in programming.) Subject librarians also may judge certain items to no longer have value for the collections. Materials regarded as of doubtful Utility may still be judged by the appropriate subject librarian worth retaining in the Annex for historical purposes or for digitization.

Another category of materials that can be considered for Deaccessioning or Transfer to the Annex on grounds of Utility is a collection in a subject area no longer taught by the university.

Condition:

Materials may be removed from the shelves because they are too badly damaged or decayed to endure use on the open shelves and are judged by the appropriate subject specialist not to be worth the efforts to repair them for remaining on the shelves or simply are beyond repair. These may be withdrawn, sent to the Annex or digitized as is judged appropriate for the value of their information.

Space:

The Libraries remove materials where sufficient space is lacking. Among the criteria for Deaccessioning or Transfer from the Stacks collections to make space are duplicate copies of an edition or volume judged to be unnecessary, volumes fitting the criterion of Utility and volumes fitting the criterion of Condition, as stated above. Candidates for Deaccessioning or Transfer from the shelves might also include cancelled indexes, directories or periodicals, or back files of such titles that are not frequently used. Another category that can be considered contains titles identified as low use through compilation of circulation or reshelving data for the Stacks collections.

Proper Deaccessioning:

Deaccessioning must include update of cataloging records and marking copies "withdrawn" if

they have marks of ownership by the University. Withdrawn copies can be sold, donated or discarded as appropriate.

Digitization:

Items selected for preservation digitization must conform to the Libraries' copyright policies. They must fit into RUL workflows and financial resources, and access must be provided to them via the Libraries' website and catalog.

NOTE: Implementation of Deaccessioning or Transfer projects is guided by the Last Copy Policy.

NOTE: This policy will be adapted to the unique needs of Special Collections.

(December 2010)

Last updated: January 5, 2011

URL: http://www.libraries.rutgers.edu/rul/staff/collection_dev/policies/deaccessioning_collections.shtml
Website Feedback | Privacy Policy
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RUTGERS
University Libraries

STAFF RESOURCES

BOOKROOM | FIND PEOPLE | FIND COMMITTEES | SEARCH STAFF PAGES | STAFF RESOURCES INDEX

- Libraries Home
- Staff Resources Home
- Committees and Task Forces across RUL

- Access Services
- Administrative Services
- Budget Office
- Central Technical Services
- Collection Development
- Distributed Technical Services
- Facilities Planning and Management
- Human Resources
- Integrated Information Systems
- Library Faculty
- Marketing
- Planning and Assessment
- Public Services
- Research and Instructional Services
- Special Collections & University Archives
- Technical and Automated Services
- Training & Development
- University Librarian

- Sampling Dates
- Abbreviations & Acronyms

Rutgers University Libraries Staff Resources:
Collection Development:
Policies:

Consolidation and Retention Policy for Print Journal Runs

Rationale: As major journal collections continue to move to digital format, the Rutgers University Libraries will organize print journal runs across the system for retention and access.

This collection development policy governing print journal runs is complementary to the existing policy covering print indexes and abstracts. Print journals as a class of materials are subject to all other RUL collection development policies such as the last copy policy. Going forward, print journal runs will be evaluated holistically in consultation with selectors.

The goal of this policy is that RUL will retain one complete contiguous archival print run regardless of the availability of digital backfiles. This final complete run will be housed in the appropriate research collection, or in the library annex, at selector discretion.

Consolidation into one archival complete run of each title would be the first step. All duplicates can be withdrawn and discarded. Campuses would have the option of retaining an additional run if justified by selector/campus coordinator in consultation with the AUL for Collection Development and Management. Print would be the format of choice for retention over microfilm/fiche subject to issues of physical condition. When the archival tradition has been microfilm/microfiche format, existing practices can be continued.

Where current print journals are still received on subscription, the corresponding back print runs will remain at that location until such time as no further print is received. In the case of the last copy of an existing current print subscription, an evaluative process will ensure that one copy of print remains in the system.
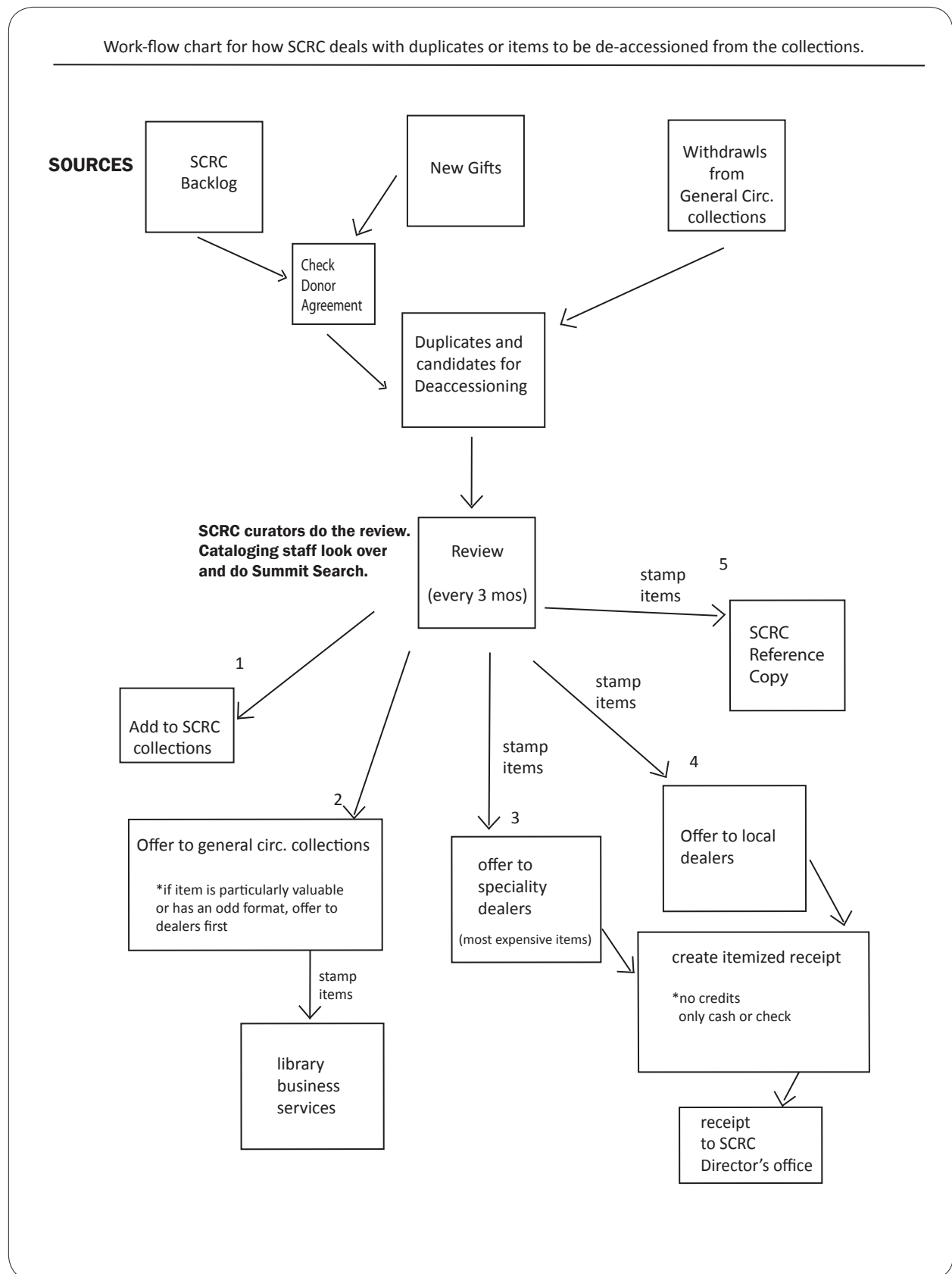
Systemwide collection development team leaders would review and make decisions on any print journal titles that cover areas that are general or otherwise not assigned to a subject selector. Interdisciplinary titles would require consultation between appropriate selectors on all campuses before final decision is made.

Any exceptions to this policy will be discussed with the AUL for Collection Development and Management and appropriate selectors.

Approved: January 19, 2012

Last updated: January 30, 2012

Work-flow chart for how SCRC deals with duplicates or items to be de-accessioned from the collections.

SOURCES

SCRC Backlog

New Gifts

Withdrawls from General Circ. collections

Check Donor Agreement

Duplicates and candidates for Deaccessioning

SCRC curators do the review. Cataloging staff look over and do Summit Search.

Review (every 3 mos)

stamp items

5

SCRC Reference Copy

1

Add to SCRC collections

stamp items

stamp items

2

Offer to general circ. collections

*if item is particularly valuable or has an odd format, offer to dealers first

stamp items

3

offer to speciality dealers

(most expensive items)

4

Offer to local dealers

create itemized receipt

*no credits only cash or check

library business services

receipt to SCRC Director's office

Library » Subject Guides » Collection Evaluation & Retention Policy Toolkit

Admin Sign In

Collection Evaluation & Retention Policy Toolkit

Toolkit meant to assist liaison librarians in the evaluation of their collections for retention purposes

| Get Started | Preparing Retention Policies | Collection Evaluation Process | Evaluation Methods & Tools | Resources | FAQ |

Get Started   Print Page

Search: [   ] [This Guide] [Search]

Purpose of the Toolkit

The aim of the toolkit is to provide liaison librarians with simple, step-by-step guidelines for writing subject-specific collection retention policies.

The toolkit includes:

- An explanation of the need for retention policies
- Instructions for preparing subject-specific collection retention policies using the collection retention policy template
- A breakdown of available support
- Instructions for preparing to evaluate individual collections
- A breakdown of evaluation methods and tools
- Next steps in collection maintenance
- A list of helpful research, links, and resources

📄 Collection evaluation & retention policy toolkit

Collection Management and IRMC

IRMC reviewed and approved the toolkit as well as the collection retention policy template.

The toolkit was developed as a pilot project in Porter ISR in collaboration with two liaison librarians, who are members of IRMC.

Feedback can be sent to libIRMC @ library.uwaterloo.ca.

The Need for Evaluation & Retention Policies

Collection evaluation is commonly perceived as a task that requires a great deal of time. However, finding the time to perform collection evaluation:

- Strengthens decisions regarding the lifecycle of a collection
- Ensures that individual collections encompass materials that effectively meet the changing research needs of its users
- Gives opportunity to identify and remedy a collection's weaknesses
- Exhibits proactive engagement with a collection
- Helps maintain liaison librarians' accountability to users, academic departments, and stakeholders.

Collection retention policies support each of these recognized benefits and lead to effective and responsible decision-making in the form of strategic withdrawal action. Strategic retention ensures that collections remain relevant by explicitly identifying necessary materials to be retained over the long-term.

Collection Lifecycle and Retention

Collection retention is an integral part of the collection lifecycle by:

- Creating a bridge between collection development activities and withdrawal of materials
- Validating collection development principles through collection evaluation activities
- Ensuring strategic collection maintenance and review over time

Collection Lifecycle

Specific Outcomes of Retention Policies

The implementation of subject-specific collection retention policies at the University of Waterloo Library will foster a number of visible outcomes. Retention policies will:

- Institute an efficient, streamlined collection evaluation process that can be carried out on a regular basis, in a manageable manner, by all liaison librarians. Focusing on retention will efficiently structure the withdrawal review process.
- Promote a proactive approach to collection retention and withdrawal that facilitates continuous review rather than a reactionary and defensive "crisis management" approach applied only when required.
- Directly address the often unique long-term research needs particular to individual collections.
- Provide personal incentives for liaison librarians over the long-term by saving them considerable time and effort as well as by assuring that their collections are perpetually relevant to the students and faculty using them.
- Improve communication among faculty in regard to collection maintenance.

UW-Madison Libraries Campus Collections Plan
Approved: 2/20/2012 by the Space Planning and Shelving Committee
and 2/24/2012 by Resources Management Group

The University of Wisconsin-Madison's Collections have over 8 million volumes, over 125 miles of shelving, and is the 11th largest research collection in North America. Our collections are vital for supporting the research and teaching needs of our faculty, students, staff, residents of Wisconsin, and the mission of our university. As we continue to expand our collections, adding over a mile of books and journals per year, we continue to need space to shelve and access these materials. Our goal is to maintain our campus libraries below the American Library Association's standard of 80% capacity which is considered "critically full." Although electronic resources have become an important medium, print materials will continue to play an important role for historical and future research purposes. In order to guarantee access to our collections in the future while making room for both expansion and alternative uses of library space UW-Madison's Library System have developed a shared campus collection plan:

Active Campus Collections (the publically accessible shelves within our campus libraries):

Campus libraries are committed to maintaining dynamic and accessible collections. We will continue to participate in on-going assessment and review of our collections in order to make sure our active collections meets the current needs of our users, that will serve the anticipated future needs of our users, and that build on our unique collections strengths. The following guidelines determine which materials remain on active and publicly accessible on-campus shelves:

- Items which demonstrate high use based on circulation, browsing and other usage statistics are likely to remain on active shelves.
- Protecting efficient intellectual access to information remains a high priority for campus libraries. As such, transferring currently vital resources to facilities inaccessible to library users would have adverse consequences to research and teaching.
- Browsable collections are the cornerstone to our success as a research institution. Materials identified as needing browsable and immediate access are likely to remain on active shelving.
- Fragile materials that may be damaged in transfer will remain a part of our on-campus collections.
- Special collection materials, because of their rarity, value, and necessity of controlled environmental conditions, will remain on-our campus shelves.
- Large volumes/sets which would be costly to move from one collection to another or lack sufficient bibliographic access will remain on active shelving.

UW-Madison Shelving Facility Collections (the closed stack facilities located both on and off our campus):

The following factors will contribute to the decision of moving materials to one of our shelving facilities: pressures on shelving capacities in campus libraries, the historic and predicted usage of an item, the local uniqueness of an item, and formal agreements with storage and access partners. Titles transferred to shelving facilities which experience significant use can be returned to a campus library quickly. The following guidelines determine which materials may be shelved in one of our campus shelving facilities:

- Materials held in any of the GLS collections, or other campus resource libraries (such as Law, Ebling, etc.) may be considered part of the storage plan or may be considered for transfer to other campus collections/facilities.
- Selection for the shelving facility will be done at the levels of specificity appropriate for the materials.
- There is demonstrated low use of the title based on circulation, browsing and other usage statistics.
- There are no duplicates of the title in the same format in other active campus library shelving or campus storage.
- The title is available in the same format from a consortial partner.
- For titles with duplicative local electronic coverage, the vendor license provides for ownership of the online format with perpetual access rights.
- Active shelving locations which are at or above capacity, hindering collection browsing and collection development.
- Materials which make a significant change in space available within our active collections may be considered for a shelving facility (i.e. larger collections, sets, etc.).

Criteria for Withdrawal of Materials:

UW-Madison Libraries' are dedicated to retaining as much unique content as possible in our collections. The following guidelines may be considered when determining whether to withdraw a title:

- Last print copies may be withdrawn if we have formal agreements with consortial partners; we will not withdraw copies for which we have the retention obligations
- Title is available through electronic coverage accessible on campus, with ownership/perpetual rights.
- There is a duplicate copy of the title in any format, including microformats, in another UW-Madison library shelving location or from consortial partners.

UNIVERSITY OF WISCONSIN-MADISON

COLLECTION DEVELOPMENT AND MANAGEMENT POLICY

<u>Goals and Priorities</u>:

The continued maintenance of quality library collections and the development of electronic information resources are the primary goals of the UW-Madison libraries' mission to support teaching and research.

<u>Principles of Collection Development and Management</u>:

Access and Ownership: It is inappropriate to expect libraries to acquire and maintain all information resources. Collaborative agreements among institutions to develop and share collection resources is fundamentally essential to ensure broad access to all necessary scholarly resources.

Intellectual Freedom and Censorship: In selecting materials, librarians consider appropriate for inclusion all information that is needed to support the educational mission of the University and do not exclude sources on the basis of their origin, affiliation of the author(s), intellectual level, or view on current or historical issues.

Campuswide Coordination: To assure the prudent allocation and expenditure of monies for collections and other information resources, campus libraries are viewed as a coordinated whole rather than individual or autonomous entities developing collections without regard for need or duplication.

<u>Collection Scope</u>:

The UW-Madison librarians continue to acquire nearly all known formats of information, including print resources, microformats, media, digital resources, software, and realia. Ideally, information resources will be acquired for the University community at a level that meets the functional needs of each discipline. Yet the manner in which these needs are met will vary due to differences in the types and intensity of information required by individuals and by various disciplines. The finite nature of budgets will restrict the institution's ability to fulfill all information needs, and institutional program priorities will also suggest priorities for developing collection resources.

<u>Criteria for Acquiring and Licensing</u>:

- curriculum support
- faculty research support
- graduate student and academic staff research support
- subject representation (representative materials on major trends in scholarship)
- collaborative agreements with other academic libraries
- maintenance of strong existing collections as deemed appropriate but only when possible without compromising current curricular and research needs

<u>Strategies for Acquiring and Licensing</u>:

Although unprecedented increases in publishers' prices have occasioned annual serial cancellation projects, long-established collection development and management strategies remain firmly in place to assure that locally owned collections and access to other information resources meet faculty and student needs and expectations.

- selection and purchase of new and out-of-print materials
- access to information in electronic formats
- preservation and maintenance of existing collections
- cooperative and collaborative agreements with libraries within the UW-System and at peer institutions (Committee on Institutional Cooperation, Center for Research Libraries, Association of Research Libraries)
- consortial purchases and licenses
- collection enhancement through document delivery support
- gift and exchange programs

<u>Collection Preservation</u>:

In order to maintain the University's collections for future use, the libraries' preservation programs routinely address

issues of repair, replacement, and reformatting in accordance with recognized standards and priorities of consortial programs.

Collection Retention and Disposition:

Materials are periodically withdrawn from campus libraries in order to maintain the integrity of collections and effective use of resources (e.g., superseded, deteriorating, or duplicated items or resources available from another source).

Collection Development Librarians:

The UW-Madison libraries divide responsibilities for building and managing collections among a number of librarians, each of whom is responsible for one or more subject areas. These librarians, or selectors, determine which books, periodicals, electronic information, and other resources should be acquired or licensed by the libraries. Selectors' decisions are made on the basis of their knowledge of current curriculum needs, faculty research interests, research and publication trends in the relevant subject areas, and the strengths and weaknesses of the collections and other information resources already provided by the libraries. Communication between the selectors and the faculty is essential in developing library resources which both meet current needs and anticipate near- and long-term modifications in teaching and research programs.

L. Pitschmann January 27, 1999

Return to the Selectors Homepage

On-site Shelving Strategies

UNIVERSITY OF CHICAGO

The Joe and Rika Mansueto Library. Background Documents

http://mansueto.lib.uchicago.edu/background.html

THE UNIVERSITY OF CHICAGO
Library

■ CRERAR "Groundbreaking research thrives on ready access to a wealth of
■ D'ANGELO LAW scholarly materials—and inspiring spaces for their exploration.
■ ECKHART
■ MANSUETO The Joe and Rika Mansueto Library gives us both."
■ REGENSTEIN
■ SSA   - Judith Nadler, Director and University Librarian

The Joe and Rika Mansueto Library

Home

Using Mansueto
  Hours
  Retrieving Books
  Grand Reading Room

News and Overviews
  Dedication
  A Chicago Icon
  Mansueto Opening
  Mansueto News
  Media Kit
  Overview
  Audio Tour

Design and Technology
  Book Retrieval Video
  Construction Video
  Renderings and Floor Plan
  Automated Storage and
  Retrieval System
  Preservation Department
  Glass Dome
  FAQ
  Mansueto by the Numbers

History and Vision
  President's Message
  Director's Message
  Joe and Rika Mansueto
  Groundbreaking Ceremony
  Libra Extra
  Background Documents
  Photographs
  Project Timeline

Project Team
  Overview
  Helmut Jahn

Giving Opportunities

Background Documents

Presentation to the HK Systems Logistics and Material Handling
Conference
This powerpoint presentation was given September 16, 2008.

Report to the University Board of Trustees
Selections [PDF] from a report for the Board of Trustees meeting on May 11,
2005.

Library Report on Shelving Facility
Final report* [PDF]. In November 2004 a group of Library staff outlined provisional
candidates for storage in a new addition, projected growth of the Library
collections, and additional requirements for a high-density automated shelving
system.

Faculty Task Force on Space for the Collections
In 2003 the Provost commissioned an ad-hoc committee of faculty members to
examine and review options for increasing shelving space. Chaired by Richard
Helmholz (Law), the members included Lauren Mets (Biological Sciences), Sam
Peltzman (GSB), Steven Pincus (Social Sciences), Stephen M. Stigler (Physical
Sciences), and Elissa B. Weaver (Humanities). The Committee worked closely
with their colleagues, Library staff, and SBRA.

The final report included 2 appendices: one comparing costs between an on-site
and off-site facility, and an appendix from the Library Committee on Collection
Development.

Faculty Committee Report on Library Expansion, March 2004* [PDF]

Appendix on Costs* [PDF]

Appendix from Committee on Collection Development* [PDF]

Feasibility Study
In 2003-04 Shepley Bulfinch Richardson & Abbott* (SBRA) did a feasibility study
examining the various options for increasing Library shelving capacity. SBRA met
with various Library and University staff over the course of fall 2003 and winter
2004.

SBRA Shelving Facility Study*, April 2004: SBRA initially compared an on-site
addition to Regenstein and an off-site high-density facility. [PDF]

SBRA Appendix to Shelving Facility Study*, April 2004 [PDF]

After SBRA issued their report, the Library and University asked them to explore

Library Web Site
University Web Site

further options for an on-site addition. SBRA accordingly compared their original on-site option (Alternative I) with a smaller on-site addition utilizing both compact shelving and an automated storage and retrieval system (ASR or ASRS, Alternative II), and an addition that was totally ASRS (Alternative III).
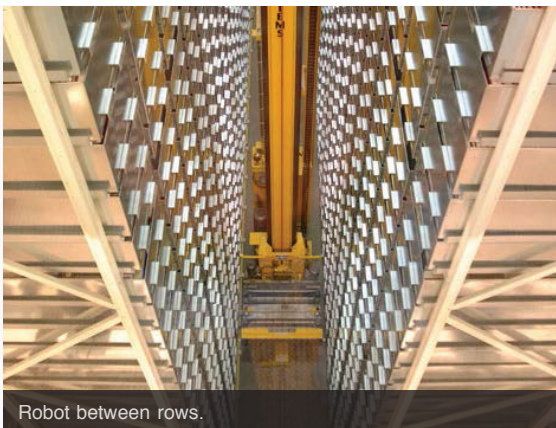
SBRA August 2004 Addendum to April 2004 Shelving Facility Study* [PDF]

* Documents available only to University of Chicago Community.

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Contact: **Rachel Rosenberg**, Director of Communications, ra-rosenberg@uchicago.edu.

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Robotic Retrieval System

The Robotic Retrieval System (RRS) is a storage and retrieval system housing University Libraries' materials which can hold up to 1.2 million volumes. The RRS is located in Ekstrom Library.

Frequently Asked Questions

Requesting RRS Materials

Interesting Facts

Scheduling Tours

Thank you for your interest in visiting the University of Louisville Libraries' Robotic Retrieval System!

To schedule a tour, please contact:

Alice Abbott-Moore
Robotic Retrieval System Supervisor
(502) 852-7621

Robot between rows.

Where: Ekstrom Library West Wing, First Floor

Hours: Available hours that Ekstrom Library is open.

Tour Policies

One week notice is required to schedule a tour. We will do our best to accommodate.

Tours are available during the hours: 10 AM - 4 PM, Monday - Friday.

For high school students and adults, the room limit is 20 people maximum.

For grade school visitors:

- The touring school is to provide chaperons who will need to be mindful of the children's surroundings and help with safety.
- The room limit is 10 people maximum. If groups are too large to divide up, the group will remain in the lobby to view demonstrations of the RRS.

NOTE: If any group is deemed incapable of behaving in a safe and appropriate manner, the RRS tour will be conducted from the lobby outside of the Circulation Desk.

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Collections

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Budget and Planning

Collection Consolidation

   Collection Consolidation Q&A Feedback

   Collection Consolidation Update 3/15/2012

   Collection Consolidation Update 6/1/2012

   Collection Consolidation Update 9/27/2012

   Collection Consolidation Update 1/22/2012

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Geisel Collections Consolidation Planning Update (Spring, 2013)

As we near the end of the 2012-13 academic year, the Library is embarking on its third year of significant efforts to consolidate our physical collections. During this time, we have continued to communicate our consolidation proposals through the Library website and, as a result, have received numerous faculty comments and suggestions. This feedback has been instrumental in helping us to determine where best to locate materials and how best to organize collections to support faculty and student research and teaching. In response to feedback this year, we have integrated the Chinese, Japanese, and Korean materials formerly in the International Relations and Pacific Studies Library with our East Asian language collection and we have decided to keep the materials currently in the Science and Engineering Library in the Geisel building.

Your continued feedback will also help us to meet long-term goals for library user space, including the addition of new and enhanced study and computing spaces. While consolidating our physical materials has been necessary to accommodate our smaller footprint on campus, an additional major objective of these efforts has been to meet the needs of students and other library users for more dynamic and flexible study, community, and well-equipped spaces. We have taken significant steps toward this goal with the introduction of a 24/5 study commons in Geisel Library last year and the addition of new high-tech study spaces—both individual and group—in Geisel. In addition, 126 workstations were added in fall quarter, and we have added more than 260 new study seats.

Installation of Compact Shelving in Geisel

The Library is nearing completion on the installation of compact shelving on the first floor of the East Wing of the Geisel Library (the space which has been known as the Science & Engineering Library). In a move which began this spring and will continue through the summer, the Library plans to consolidate into this shelving a continuous run of the current bound journal volumes from the Geisel and SIO collections. The journals currently housed in the Biomedical and Arts Libraries will remain there at present. Phase one of the compact shelving will continue to house monographs in the Q-Z call number ranges, including the Scripps materials. As we've communicated previously, we will be proposing that journal volumes older than 1990 continue to be stored and shelved in the offsite Library Annex, where they can be paged and/or articles from them can be scanned as requested. Since some faculty expressed concern about access to those pre-1990 volumes that have a high usage rate, we are planning to keep on site-- on an exceptional basis--those pre-1990 titles that demonstrate a high rate of usage. We have also been actively acquiring more digital backfiles for many of our journals in all disciplines. By the end of the summer, we will be sharing a list of these substantial acquisitions.

We believe that these strategies will provide Library users with better access to journals that were formerly dispersed in various locations within Geisel and across the campus at IR/PS and Scripps Libraries. We are hopeful that this next phase of our collections consolidation and expanded digital access projects will improve collection services to our patrons. While some physical journal volumes may not be immediately available when they are in the process of being moved, we hope the expanded digital access and accurate catalog indicating the status of materials being moved, will provide you with effective access to anything you need.

Transfer of Scripps Materials to Geisel Library

In July 2012, following the closure of the Scripps Institution of Oceanography Library, we initiated efforts to consolidate the Scripps print collections into the Geisel Library. That major endeavor, which has involved the moving of approximately 150,000 books as of April, 2013, is expected to be completed by Fall of 2013. Until that effort is completed, Scripps materials can continue to be paged from Geisel Library and delivered to the Scripps campus. As communicated previously, the Scripps Archives and Library Annex, located on the 3rd floor of the Eckart building on the Scripps campus, will continue to provide access to Scripps special collections and archives during the week, by appointment. To make arrangements, please direct queries and questions to the Special Collections and Archives Program, (858) 534-2533.

If you have feedback on the Library's collection consolidation efforts, please send your comments to us at: http://libraries.ucsd.edu/collections/consolidation/consolidation-qa-

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Libraries

Policy: 320   **Page** 320.1
Subject: REMOTE/LIMITED ACCESS STORAGE and ANNEX

Approved by: Management Group
Contact: Associate Director,
                      Services to Libraries   **Approved:** March 20, 1995
                                                      Revised: Feb. 1997
Prepared by: July 16, 2004, Jan. 19, 2006
Revised by: February 21, 2012

PURPOSE

The storage of materials is not intended as a substitute for weeding. Decisions concerning
storage will inevitably connect with decisions concerning conversion to alternate formats. Any
such decisions will be made considering the overall requirements of the library system as well as
those of the individual units.

POLICY

Responsibility for storage of materials rests with the Associate University Librarian, Services to
Libraries, or his/her designate. Decisions regarding items to be placed in storage are the
responsibility of Unit Heads. Decisions regarding access to materials held in storage for
borrowers rest with the Head, Discovery & Delivery Division in consultation with the Unit
Heads.

Storage may not be used for the storage of items from other University facilities or departments
unless authorized by the University Librarian.

Current Storage Locations

1. Libraries' Storage Annex (adjacent to the Elizabeth Dafoe Library)

    · houses material from all unit libraries
    · no public access is provided

2. Dafoe Storage (Room 23)

    · houses material from the William R. Newman, Elizabeth Dafoe, Donald W.
      Craik Engineering and Albert D. Cohen Management libraries
    · no public access is provided

Policy 320: REMOTE/LIMITED ACCESS STORAGE   Page 320.2

The following libraries, which have storage facilities within or near the unit, store their own materials only and do not provide public browsing access: the Architecture/Fine Arts Storage (E3-175 Engineering); E. K. Williams Law Library; Sciences and Technology Library; Fr. H. Drake Library, St. Paul's College; and the Deer Lodge Centre Library.

General Storage Selection Guidelines

- Items which are seldom used.

- Only items which are catalogued and barcoded, or are in some other way made accessible to the public (eg. inventories, listings), will be placed in storage**.**

- Only one copy of a UML item should be held in storage and it should ideally be the last remaining copy (see Last Remaining Copy).

- Avoid duplicates [*see* stricter guidelines below for the Libraries' Storage Annex]

    · A unit holding more than one copy of an item because of its high usage should retain all copies in the unit.

    · When an item is duplicated in more than one UML location and it is determined by one unit that the item remain on the open stacks, remaining copies in other locations should not be placed in storage. A choice should be made to retain the item in the unit, offer it to the unit retaining their copy or discard it from the collection. Last remaining copy: If all other copies have been discarded, the last remaining copy may be a candidate for storage.

- Journals:
    · The decision regarding storage of journals remains the responsibility of the unit, as does the determination of the specific cut off dates (the year at which certain volumes remain in the unit and earlier volumes go to storage) for the print journals for that specific library.

    · As per the criteria for the last remaining copy (see above), only the last remaining print copy of a UML journal should be held in storage.

Additional Libraries' Storage Annex Selection Criteria and Guidelines

- Must be dust- and mould-free, and have a good binding

- Various editions can be stored, but only one copy of an edition

- Where there are overlapping subject responsibilities between units, only when the subject

Policy 320: REMOTE/LIMITED ACCESS STORAGE   **Page 320.3**

of the work is *that unit's primary collecting responsibility* (e.g. Native Studies for Dafoe, Catholic Studies for St. Paul's, legal materials for Law, etc.), can the unit send a copy of a title to the Annex where there are other circulating copies in the system. If the primary unit's copy is in poor physical condition, another unit's copy should be considered in its stead

- Similarly, duplicate copies of a title located in a library where there is no selector for that subject (i.e. literary titles in the Sciences and Technology Library) should <u>not</u> be sent to the Annex

- Units are strongly discouraged from sending over-sized materials to the Annex, and may only do so with the approval of the Coordinator, Collections Management

- New titles acquired by a liaison librarian may not be catalogued and sent directly to the Annex without the approval of the Coordinator, Collections Management

- A unit may send "Library Use Only" material to the Annex (that is not over-sized), only if there are no other copies in the system. A slip designating "Library Use Only" must be firmly attached to the item by the home unit when it is sent to the Annex.

Journals
- Print journals with no electronic access

- Print journals for which the Libraries has electronic access only through an aggregator such as Ebscohost

- Journals with plates, illustrations, tables, poor quality digitization, etc., where the print copy is still required despite electronic availability

- One copy of a Canadian journal even if digitized

PROCEDURES

For Circulation, *see* Libraries' Circulation Policies

For Preparation of Materials to go to the Libraries' Storage Annex, *see* Cataloguing Checklist for Annex Preparation, and Moving Monographs to the Annex Workflow

For Withdrawal of Materials from the Libraries' Storage Annex, *see* Withdrawing Materials from the Annex, Withdrawal Workflow, and Withdrawing Items from Annex Excel Template

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Bound for the bookBot: Books on the Move

Books on the Move

For Faculty

Benefits of the Book Move

Detailed Move Schedule

During Summer and Fall, 2012, the Libraries is planning to move 1.5 million books and other items to the bookBot robotic retrieval system in the new James B. Hunt Jr. Library on Centenial Campus.

What's involved in the book move?

- 1.5 million books are planned to be moved into the Hunt Library bookBot in Summer and Fall 2012.
- Mostly Engineering and Textiles materials will move.
- All D. H. Hill Library study spaces, teaching labs, and meeting rooms will remain open.

What's Moving?
Mostly Engineering and Textiles Materials

Have Questions?

It's easy to ask.

Use the ASK US link at the top of any page of our website.

Number of items in the bookBot:

1,446,117

As of 1 minute(s) ago.

Week of December 17, 2012

- The **Textiles** Library collection will be moved to Hunt.
- **Engineering** and **Textiles** reference collections and **recent Engineering publications** (2007 to present) will be moved to Hunt. This collection will be available on open shelving in the main reading room and on level 4 of the Hunt Library once the new library opens on January 2, 2013. Between December 17 and January 2, the collection is available by request through the Libraries' catalog.

Thumbnail of 3000m bookBot Relay v
3000m bookBot Relay

How will I get the books I need during the move?

- Most materials will not be moved, so you will get them the way you always have.
- For materials that are moving to the Hunt Library: Search the Libraries' catalog. If the book you need is "Being transferred to bookBot," click to request it. It will be ready for you to pick up within 24 hours at the campus library of your choice.

How will I get books at the Hunt Library after the move?

- For materials that are moved to the Hunt Library: Request a book from the Libraries' online catalog. The bookBot retrieves it. And it will be ready for you at the Hunt Library service point within 5 minutes, or at another campus library of your choice within 24 hours
- Up to 40,000 volumes of the latest Engineering and Textiles research materials will be available on open shelving at the Hunt Library when it opens in January 2013.

What about textbooks on reserve?

When the Hunt Library opens, all Engineering and Textiles textbooks on reserve will be held at the Hunt Library.

1

The Pennsylvania State University Libraries

Collection Retention Working Group: Report and Recommendations

Membership:

- Ann Snowman, Chair
- Christopher Walker
- Dawn Childress
- Sandy Stelts
- Debora Cheney
- Nonny Schlotzhauer
- Rick Hart
- Sue Kellerman
- Janet Hughes
- Kevin Harwell

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Collections Retention Policy Working Group Report

Introduction

In recent years research libraries have experienced a seismic paradigm shift in the way our collections are viewed. Libraries find themselves at the brink of a new era of collection development and emerging service models designed to meet the needs of the user in the library or in the cloud. Attentively engaged for decades in building deep collections to meet the needs of local users while ensuring that these vast collections would be preserved for future generations of scholars, selectors now recognize that, with the exception of their respective special collections and some collections of unusual strength in curriculum-focused disciplines, they have been building nearly identical collections. This realization has been facilitated by use of analytical tools such as WorldCat Collection Analysis bolstered by decades of cooperative cataloging. Massive digital conversion projects such as the Google Book Scanning Project and HathiTrust further increased awareness. Finally, numerous reports and conferences, included in our list of Sources Consulted, from ARL, OCLC, ITHAKA and the CIC, articulated the idea of shared print repositories, including the CIC Shared Print Repository.

Trends

The volume of content in readily accessible **digital formats** has grown exponentially, and users' preference for digital has grown with it. Print circulation has subsequently diminished, calling into question the need to collect extensively in tangible formats when, if needed, a copy may be available from a consortial partner willing to lend it. Consortial partnerships create broad access to a great array of content. **Interlibrary loan** programs have grown more flexible, more timely and less labor intensive along with this digital expansion, reinforcing our willingness to rely on a "just in time" access model as opposed to a "just in case" collection development model. The trend to **greater accountability** in higher education compels us to demonstrate our value and to use our resources more carefully than ever, and to consider options never before considered or available. As user demands for space to pursue new methods of scholarship and collaborative learning create **pressure to reconfigure libraries** and services, we turn our attention to the space occupied by on-site collections and begin to ask whether much of this material can be relocated off-site, if they are required at all, and how we might leverage partnerships among libraries for shared print storage. Ultimately, we must ask ourselves whether we can justify these costs over the long-term, when a shared storage model will alleviate ongoing expense for on-site and off-site storage, while also freeing up space for new collections and services.

3

The Penn State University Libraries are examining these issues in the context of national efforts by research institutions to collaborate more effectively. Initiatives currently underway include developing consensus on national standards for the preservation of resources stored in tangible and digital formats and evaluating the potential for reliable access to shared collections, including the Center for Research Libraries (CRL) Print Archives Preservation Registry (PAPR), the CIC Shared Print Repository, and the PALCI agreement to store print-format back-ups of digitized science and technology journals.

In late fall 2011, the Collections Retention Policy Working Group (CRPWG), a subgroup of the Collections Services Advisory Group (CSAG), was charged (see Appendix A) to formulate a retention policy for the next ten years and make recommendations for implementation.

Work of the Collections Retention Policy Working Group

In addition to bi-weekly discussions, the Group reviewed a variety of publications, presentations, webcasts, and pre-conferences. The Group also benchmarked against other CIC institution retention policies, consulted a number of resources and reports related to print retention, and explored definitions and methods for identifying trusted digital and print repositories (see Sources Consulted for a complete list).

For several reasons, the Group came to the understanding that retention policies for journals/periodicals should be considered separately from retention policies for monographs. First, online journals have been part of libraries for several decades and therefore have had more time for issues such as adherence to standards, licensing, preservation, access and other issues to be resolved. Second, many more libraries have licensed online journals than e-books, so there is a greater corpus of archived copies, collaborative agreements and other "backups" in place. Third, the content of journals, unlike that of most books, is often sought as a discrete unit, requiring no context, such that the whole (i.e. volume) is oftentimes less important than the parts (i.e. articles). Fourth, individual copies of journal issues are less likely to have marginalia, bookplates or other additions that would make one copy more valuable than another.

During the course of its discussions, the members of the Group realized that using our annexes effectively requires that selectors think differently about long-term and permanent retention of collections. In the past, annex space was largely seen as a place to move collections out of the way as the stacks filled. No detailed policies or guidelines exist to inform use of the annexes; nor have we carefully considered retention policies for PSUL collections and materials that have been digitized.[1] In addition, while some subject and campus libraries have done an effective job

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[1] The only document which articulates what is retained in the Libraries' annexes is included in the "working guidelines" section of the University Libraries' Policy Statement for the Annex Storage Facilities, May 2008

4

of moving duplicate format titles from the stacks to the annex, few selectors have considered withdrawing materials that are reliably accessible in other formats or in trusted repositories. Many of our current rationales are outmoded and require re-examination.

Collections Retention Policy Working Group and the Space Consultants

In early 2012, space consultants were contracted to provide an assessment of the Libraries' collections in relation to the use of library spaces. They applied the guiding principles from the Libraries' Administration, which focused on student-centeredness, change in usage patterns from print to digital formats, Special Collections space needs, integration of new technologies, expansion of curriculum demands in health sciences, STEM discipline space needs, the integrity of named spaces, employee workspaces, and ongoing space needs assessment.[2] Independently, CRPWG came to similar conclusions; however, our recommendations go much further:

- The Libraries' will need additional storage capacity in the near future,[3] but if we increase user space by moving books out of public spaces, the pressure for annex storage will increase and the available annex space will diminish more quickly than currently projected;

- Tangible format collections will continue to grow,[4] but we can extend the life of our current remote storage facilities by evaluating and weeding currently annexed collections and establishing guidelines or policies for future annexing of materials;

- Current remote storage facilities do not meet long-term preservation standards,[5] which limits our effective use of the space and our role in consortial or statewide initiatives;

- The space consultants recommend a team to facilitate shifting large quantities of materials to the annex; however, the Group also recommends expanding the oversight and responsibilities of this team to facilitate efficient and consistent collection maintenance.

(available at: https://www.libraries.psu.edu/psul/toolboxes/companion/intranet/annexstmt.html). This section provides some guidance but may need to be updated and then evaluated on a regular basis for currency and appropriateness.

[2] The Libraries' Administration has identified *Guiding Principles* for evaluating our use of library space. Available at: https://www.libraries.psu.edu/psul/groups/intranet/space-planning-team/guiding-principles.html

[3] Boomgarten and Straley, p. 18.

[4] However, as are leaders in peer libraries, Penn State Libraries' administration seeks ways to better manage its physical space during an extended period of rapid technological change, even as the traditional print collections will continue to grow." Boomgarten and Straley, p. 3.

[5] "None of the four annex facilities offers the optimal storage environments provided by an HDI-type facility. Systems appear to provide basic environmental protection, fire safety and physical security, but observations by the consultants and reports from staff indicate roof leaks, temperature/humidity swings and physical security concerns. Scientific Stores annex notes the greatest swings in temperature/humidity." Boomgarten and Straley, p. 19

5

The Space consultant's report suggests the PSUL must find a different balance among collections and user services and library space.[6] As we consider potential changes in practices and operations, our organizational ethic of stewardship of limited resources amid competing demands will need to expand in concept. Our libraries must provide access to collections, deliver resources when needed, and provide spaces where our students can work with and discover our wide range of collections and related services. We know tangible format collections will continue to grow, but it is clear that we must begin to manage the space in our annexes and libraries so that we might repurpose a portion of this space for use other than housing collections which may be duplicated within our own institution, available in alternative formats, or preserved and readily available in other institutions. We must shift our focus from an ownership model to one that balances access to needed resources with ownership and preservation where appropriate. This will require us to consider, develop, and enhance services, but will also challenge us to consider what must be locally retained and what can be accessible to our users either online or via delivery services.

Penn State's leadership roles and responsibilities as a premier research institution

Throughout CRPWG's discussions we continued to return to the following: What are the roles and responsibilities of a top ten research library in preserving the nation's scientific, technical, and cultural heritage? Who are our primary constituents? What is our level of responsibility to diverse constituent groups, including Penn State faculty and students, Pennsylvania residents, and consortial partners? The roles and responsibilities we adopt should guide our policies and approaches to collection development and management.

The time has come for PSUL to provide greater leadership in defining consortial or shared print obligations and strategies. Defining Penn State's role will help us make collection retention decisions. CRPWG identified several PSUL agreements and responsibilities (See Appendix B: *Appendix B: The University Libraries' Roles and Responsibilities)*. There is still an opportunity to develop a national leadership profile in collection retention issues; however, the conditions of our remote storage facilities impact our ability to be leaders in preservation and retention of materials with consortial partners. As we plan for the long-term life of our collections, we must not delude ourselves that our materials in offsite storage are secure or retained in appropriate housing conditions.

Retention policy and guidelines

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[6] Boomgarten and Straley, p. 14.

6

We must learn to think about our annexes as an extension of our collections, rather than a "hall closet" where collections are out of sight, out of mind and no longer managed as part of the whole. We must begin to think about how we can extend the life of the annex space we currently have and use that space more effectively. Many of CRPWGs recommendations are made with the idea of extending the life of the annex from the current 6-7 year projection to a 10-12 year projection. (See Appendix C: *Overview of annex space and annexing activities (annual annexing plan.*)

The purpose of a retention policy is to:

- ☐ Provide guidance in balancing the use of available library space (including our public buildings/spaces and our annexes) for collections and users;

- ☐ Ensure that we maintain quality collections, which support the teaching, research, and learning mission of the University;

- ☐ Guide selectors in their role as stewards of our collections, ensuring access and preservation for current and future students and scholars;

- ☐ Assist the Libraries in adapting to changes taking place in academic libraries;

- ☐ Integrate our collection development goals with our collection management and retention activities.

Orphaned, Invisible, and Formerly Distinguished Collections and Formats

Ecologist Garrett Hardin argued in "The Tragedy of the Commons," [7] when multiple individuals act independently and rationally according to their own self-interest, they will ultimately deplete a shared limited resource, or it will fall into decline, because while everyone is responsible, no ONE authority is ultimately responsible.

CRPWG has identified a number of ways in which this situation is happening in the Libraries through **orphaned, invisible, and formerly distinguished collections** such that no single group/person is responsible for annexing policies, long-term preservation issues, etc.

- ☐ Annexed collections: Access Services is responsible for the physical maintenance of the annex and its collections, but not for making policy related to what materials can be annexed or what materials can/should be de-accessioned.

- ☐ Digitized collections: The role of the Digital Content Strategist need to be emphasized more. This person provides oversight for this growing collection in all its forms. The big

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[7] "The Tragedy of the Commons" Wikipedia (http://en.wikipedia.org/wiki/Tragedy_of_the_commons)

7

picture and long-term implications need to be emphasized, not only of what we have digitized from our own collections, but what we are now purchasing from other sources.

☐ Microforms collections: Oversight of microforms collections should be managed centrally to achieve more effective use of space, related equipment, especially as discovery for these collections has improved, or could be improved through cataloging, and the expanding availability of digital alternatives. More consistent decisions about the use and retention of microforms are needed.

☐ Media collections: There is no policy or clear responsibility for the oversight and long-term preservation and access or plan to re-format or view media in outmoded formats. Close attention to appropriate equipment for long-term usability is needed.

☐ Formerly distinguished collections (collections which are no longer of local importance or used), including these examples:

- Australian/New Zealand collection—is this a collection of distinction that should be retained in the University Libraries collection?

- Donor collections, endowment purchases, and book-plated collections—how will we address these holdings over time? For example, Behrend's Lincoln Collection (a local book-plated collection) no longer supports instruction or research;

- Materials purchased to support academic programs no longer emphasized in the curriculum (e.g., Supreme Court collections on microfilm; local government collection donated by a professor, or the historical corporate report collection on microfiche).

☐ Gift materials may be costly collections to house over time and should be scrutinized with the same care as purchased/licensed resources for their role and contribution to strengthening the Libraries collections, supporting the curriculum, and enhancing our partnerships and agreements with other libraries.

Trusted Repositories and the PSUL Collections

The Space Consultants Report recognized there is a need for education and comprehensive discussions about collection management and annexing issues, especially in regards to developing trust in cooperative archiving.[8] We need to find ways to advance how we consider and manage our collections from the very beginning of the acquisition/selection process, not just once our stacks and buildings are full to the brim.

As we educate ourselves and develop our understanding about local usage patterns, collection strengths, and space concerns, we will also better understand how best to use our library spaces

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[8] Boomgarten and Straley, pp. 36-37.

8

and annexes. PSUL selectors should consider whether consortial relationships and repositories may provide sufficient access by applying the following criteria:

☐ Reasonable access to content in a trusted print or digital repository is available, ensuring enough copies to meet the needs of consortial partners (see Appendix D: *Definitions* for a definition of "trusted digital repository") ;

☐ Services to support reasonable access are robust and well-developed;

☐ Nature of the original source may require the physical format be retained (e.g., prints, images, other materials which may not be well-served by digital access);

☐ In some disciplines, retention cutoff dates based on year of publication— but should be clearly articulated for long-term planning;[9]

☐ Enough tangible format copies exist in North America to ensure the survival of lightly held materials;

☐ Formal depository and repository responsibilities: government information, USAIN, land grant cultural preservation, CIC-Shared Print Archive, and other consortial retention commitments [see Appendix B: *PSUL Roles and Responsibilities*];

☐ PSUL Collections of Distinction: areas of special distinction developed through purposeful acquisition or by accident (see Appendix D: *Definitions* for a definition of "collections of distinction.")

Data-Driven Assessment

On a single day, April 2012, only 76,229 volumes from the circulating collection were checked out —a remarkably low overall percentage of our collections. CRPWG notes that circulation data, however, are only one criterion for evaluating the use and role of the collections. Additional data is needed to develop a fuller understanding of the role our collections play in teaching, research, and preserving collections which meet the needs of scholars.

Accurate data about local use of our collections is hard to come by and trust. Data about the extent of the uniqueness of our collections, as compared with peer institutions, is not readily available (or is laborious for individual selectors to compile). Therefore, the group recommends the development of a better approach to providing selectors with the data necessary to assess, not only the use, but also the uniqueness of the PSUL collections and its role in supporting teaching and learning at Penn State, the Commonwealth, and with other consortial partners. This would allow selectors to make decisions informed by data, rather than 'what if' scenarios.

There is considerable in-house skill and access to data for collections analysis; however, it may not be sufficient for the scope of analysis that will be required to implement a comprehensive

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[9] Boomgarten and Straley, p. 15.

9

retention plan. As CRPWG learned about collaborative projects being developed at other institutions, we found that OCLC holdings analysis combined with local circulation data informs retention decisions. Consultants were brought in to provide the data to support the initial decisions about what is/should be retained.

Conclusion

Libraries face many challenges in the coming years in terms of collections use and formats. Our goal is to create a living, breathing collection that serves the needs of our students and researchers. At the same time, we must respond to changes in library services and use of library spaces, and corollary changes in higher education teaching and learning taking place now and into the foreseeable future. Ultimately, CRPWG members came to understand the University Libraries will need to make a concerted effort to:

- Meet the needs of changing service models and emerging usage patterns
- Provide optimal management of limited public and annex storage space
- Retain collection strengths and distinctiveness.

There are five overarching themes to our recommendations:

I.   Find appropriate balance for space committed to user, collection, and service needs

II. Support the role of selectors in making data-informed decisions to manage collections in all locations

III. Develop centralized, efficient processes for collection development and management

IV. Increase leadership in cooperative decision making

V. Define Penn State's responsibility as a leading research library in relation to other ARL and CIC institutions and within Pennsylvania

10

Collections Retention Policy Working Group Recommendations

I. **Define Penn State's responsibility as a leading research library in relation to other ARL and CIC institutions and within Pennsylvania**

Recommendation: Define PSUL's mission and philosophy regarding collection development, management, and preservation of our cultural heritage, core collections, and collections of distinction (short term).

Recommendation: Define PSUL's responsibilities regarding access and preservation of collections within the various spheres of responsibility: *Penn State research and teaching, Pennsylvania, CIC, ARL* (short term).

Recommendation: Develop criteria for identifying and reviewing unique, distinctive, and other core collections. *Collection status helps selectors understand the role of these collections in larger initiatives, and could be recorded in appropriate sources, such as the CRL Print Repository* (short term).

Recommendation: Upgrade the quality of our remote storage facilities to enable PSUL to be a leader among our consortium partners for preservation and retention of materials

II. **Find appropriate balance for space committed to user, collection, and service needs**

Recommendation: Evaluate and identify reference titles to convert to digital equivalents.

Allocate or reallocate funds annually to purchase digital equivalents of print reference sources (continuous).

Reinstate the Electronic Resources Task Force (or a similar group) focused on reference sources that could be converted to digital formats for space and access reasons (short term).

Develop a process for identifying and selecting reference titles for this conversion (short term).

Recommendation: Minimize print holdings footprint in the annex, stacks, and campuses and increase swing-space in annex for major reconfiguration

De-duplication of journals: Where there are multiple print runs of serials/periodicals that are also available in trusted digital repositories, identify and withdraw duplicate print runs considering runs held at all library locations (short term). Establish a "last copy" process for journals similar to that for monographs (short term).

De-duplication of print monographs: identify duplicate copies of monographs to consider for withdrawal (continuous).

Transition to digital access; fewer physical formats retained: Evaluate and identify for withdrawal widely held journals/serials runs that may no longer be heavily used in physical formats, but which are accessible in trusted print or digital repositories. *This*

11

should be done carefully and with reliable and relevant data provided to selectors to inform decisions (continuous).

Evaluate inventory system (locator system) in the annexes to improve flexibility and efficiency (medium term).

Recommendation: Develop scenarios for long-term use of the annex based on changing uses of central library spaces, shared repositories, de-accessioning, and new acquisition models (medium term).

Recommendation: Evaluate materials delivery services and discoverability and ensure they meet current user needs (continuous).

Recommendation: Establish guidelines and best practices for deciding on the use of annex space in light of space concerns, new acquisition models, and cooperative and shared collections (short term).

Recommendation: Begin planning for additional storage capacity that meets archival storage standards and ensures more effective management of remotely stored materials (long term).

III. Support the role of selectors in making data-informed decisions to manage collections in all locations

Recommendation: Commitment to appropriate and sufficient data for retention decision-making.

Selectors need good data on circulation, in-house usage, as well as holdings information from appropriate repositories and national holdings in order to make withdrawal and annexing decisions as part of de-duping and withdrawal projects. (continuous).

Recommendation: Allocate staff resources to gather data, assess, and analyze collections and the use of space. This was also recommended in the space consultants' report.[10] (continuous).

Recommendation: Develop an assessment toolkit/website with links to trusted print and digital repositories, retention agreements and other resources that will support selectors' collections assessment needs, including agreements for: CIC, HathiTrust, PALCI Print Repository, USAIN, government and international organization documents depository requirements. (short term).

Recommendation: Develop educational programming and discussions about collections management, annexing, de-accessioning, and the reliability of consortial repositories (short term and continuous).

IV. Centralized, efficient processes for collection development and management

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[10] Boomgarten and Straley, p. 29.

12

Recommendation: Create a Collections Coordinator position to oversee collections issues, strategies, and assessment (urgent).

Recommendation: Create a collection management processes team to centrally manage the de-duping, moving, and withdrawing workflow and related processes. This team will support the decision-making process of the selectors to facilitate a more consistent and efficient workflow (short term).

Recommendation: Generate and distribute regular reports related to collection maintenance.

    Reinstate the missing/lost and withdrawal process (short term).

    Missing items reports should be reviewed on a regular basis and titles evaluated for replacement (continuous).

    Duplicate item lists should be reviewed on a regular basis and materials evaluated for retention and location (continuous).

Recommendation: Generate regularly scheduled collections reports for review as determined by selectors, which will include reports on duplication, circulation, and other relevant data to aid selectors in identifying materials for annexing and withdrawal (continuous).[11]

V. Increase leadership in cooperative decision-making.

Recommendation: Identify and review existing and proposed consortial and print retention agreements to ensure awareness and adherence (continuous).

Recommendation: Adopt a more proactive role in defining consortial or shared print obligations, standards, and strategies (continuous).

Recommendation: Develop standard policies, processes, and workflows for current and future consortial agreements (short term).

Recommendation: Register and participate in the CRL Print Archives Preservation Registry (http://www.crl.edu/news/8274) (short term).

Recommendation: Assess the need for closer consortial relationships with Commonwealth partners (short term).

Recommendation: Explore and move forward on shared print repository and consortial relationships within Pennsylvania, PALCI, ARL, etc. (medium term).

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[11] For example, in a phased approach by call number ranges, annually or biannually.

Off-site Shelving Strategies

General Guidelines for Identifying Items for Storage
18 May 2007

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

1. JSTOR titles: Print copies of titles included in JSTOR packages should be removed with respect to the moving wall in JSTOR.

2. Print/digital journal overlap: If the electronic version of a journal is available, the print should be removed.

3. ASU Theses and Dissertations: with the purchase of the ProQuest Dissertations and Theses Full-Text, the print copies of these should be removed.

4. If there is a current edition for a monograph that supersedes previous editions held, the previous editions should be removed.

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

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

- The library has only fragments of a title which do not justify the cost of filling out the run with an alternative format.
- A title has not been currently subscribed to for more than ten years and its value is unapparent.
- A title has not been currently subscribed to for at least five years and the related programs have been discontinued.

B. Due to space limitations and in the interest of keeping the materials most relevant to the support of the ASU curricula and research needs readily available, materials not supporting current ASU curricula or that are less in demand due to age or topic are moved to remote storage at the discretion of the collection librarian or library liaison.

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RICE Fondren Library

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
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About Fondren's Collections

Fondren Library Facts & Overview

Collection Development Policy

Policies by Disciplines & Format

Collection Maintenance

Selection Guidelines for Off-site Shelving

Off-site Shelving Appendix: Woodson Materials

Subscription Cancellations

Library Statistics (from ARL)

Suggest a Purchase

Subject Librarians

Preservation Services

Library Endowment Funds

Gifts to Fondren Library

Brown Fine Arts

Business Information Center

Fondren / HAM-TMC

Government Information

Microforms

Rice Digital Scholarship Archive (RDSA)

Woodson Research Center Special Collections & Archives

Electronic Resources Container

Selection Guidelines for Off-site Shelving
Guidelines for Selection of Materials for Off-site Shelving

Background & Rationale

Selection of Material

General Criteria

Practical Considerations

Specific Procedures
Items Suitable for Consideration

Items Not Suitable for Consideration

Appendix: Recommendations for handling Rare Books, Special Collections and University Archives Materials

I. Background and Rationale

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

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

II. Selection of Material for Off-site Shelving

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

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

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

2. Number of copies needed.

3. User interest and need for superseded or revised texts.

4. Value of variant editions.

5. Level of interest in current or retrospective materials.

6. Artifactual value of the material.

7. Reference value (i.e., is this something that would normally be used in place for a short period?)

8. Physical condition of the material (in consideration with preservation, placement, reformatting options, or possible withdrawal).

9. Availability of the material elsewhere. (Is it available in microform? Is there a digital version?)

B. Practical Considerations

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

C. Specific Procedures

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

Materials Suitable for Consideration for Selection and Transfer:

1. Out-of-date materials.

2. Print runs of serial titles which have ceased publication or been cancelled by Rice.

3. Print runs of serial titles duplicated electronically.

4. Print runs of serial titles: Science and technology periodicals, more than 20 years old; Social and behavioral science periodicals, more than 30 years old; Humanities (including History), more than 40 years old.

5. Variant editions, regardless of date, unless a minimum number of copies are needed to meet user demand or they have compelling research value.

6. Annuals and continuations of a reference nature other than the most current year, unless otherwise warranted.

7. Monographic sets or monographic series (analyzed or not analyzed), with the provision of #2 below.

8. Monographic titles with copyright dates consistent with those of the periodicals listed above (#4), which have not circulated within the last 6 years.

9. Multi-volume sets that are bibliographic in nature.

10. Microform titles duplicated in electronic format. Books with special features (e.g., maps or plates), or those whose condition may benefit from the environment and security of the Library Service Center.

11. Rare materials not suited to the Woodson Research Center Collection but which may benefit from the environment and security of the facility.

12. Films, audio recordings, disks, tapes, CD-ROMs, and other formats for which no playing equipment exists.

Items Not Suitable for Selection or Transfer:

1. Cumulative indexes to specific periodical titles, regardless of where the serial is housed.

2. Individual volumes of multi-volume sets; neither complete nor incomplete multi-volume sets shall be split between Fondren and Library Service Center.

3. Fragile material needing extensive conservation efforts (unless or until repaired).

4. Most current edition of reference works, directories, yearbooks, encyclopedias, etc,

5. Materials requested by teaching faculty for retention in Fondren.

6. Current acquisitions, regardless of date of publication.

7. Items not represented in the online catalog.

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Ambler Campus Library   7:30 am - 10:30 pm

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Library Depository Selection Guidelines

Background

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

Operating assumptions

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

From Collections in Open Stacks

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

- Monographic titles cataloged 10 years ago or before that have not circulated
- Monographic titles published 35 years ago or before that have not circulated
- Monographic titles published 25 years ago or before that have not circulated in the last seven years
- Print periodicals that ceased publication 10 or more years ago
- Annuals and other noncirculating volumes dating from 20 or more years ago
- Print runs of serial titles prior to specific dates
    - Science/Engineering: those dating from 15 or more years ago
    - Social Sciences: those dating from 20 or more years ago
    - Arts and Humanities (including History): those dating from 20 or more years ago

- Print and microform back file volumes within online collections such as JSTOR or ProjectMuse from which a publisher's embargo has been lifted
- Print and microform back file volumes for which electronic access has been acquired in the past year
- Duplicate titles between the Science & Engineering Library and Paley Library

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

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

From Special Collections in Closed Stacks
Manuscript and archival
collections as well as selected printed materials from the Libraries' various "special
collections" departments and units including Urban Archives, Rare Books & Manuscripts, Conwellana-
Templana, and Contemporary Culture Collection
have also been designated for the Library Depository. Selections
are determined collection by collection, item by item as necessary, using the following criteria:

- size of collection,
- preservation requirements,
- amount of use,
- processing status,
- physical condition
- security concerns.

Policy history: Adopted November 2006 Dean of Libraries.

Comments or questions concerning this page should be directed to the Senior Associate University Librarian.

last reviewed 25 June 2013 by Jonathan LeBreton

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Collaborative Shelving Facility Strategies

ASSOCIATION OF **SOUTHEASTERN RESEARCH LIBRARIES**

Home   About ASERL   **Overview of Programs**   Meetings

Event Calendar

Association of Southeastern Research Libraries > Overview of Programs > Cooperative Journal Retention

Cooperative Journal Retention

ASERL has approved a policy for cooperatively retaining print journals as a means of optimizing collection management across the consortium. The retention agreement is in effect through December 31, 2035. A group of 24 ASERL libraries are retaining titles under this agreement. The current working title list (*.xls spreadsheet) is available here (*Updated: 09-09-2013*).

Scholars Trust
In early 2013, ASERL and the Washington Research Library Consortium (WRLC) signed an agreement to combine the contents of their respective print journal archives under a single retention and access agreement. The combined title list exceeds 8,000 journal titles and more than 250,000 volumes, making **Scholars Trust** one of the largest print journal repositories in the United States. At the same time, WRLC and ASERL libraries have agreed to extend reciprocal priority Inter-Library Loan (ILL) services across the group.

To participate in the program, an ASERL library need only submit a concise letter of agreement signed by the library dean (or higher authority) affirming to comply with the program policies.
Sample Letter of Agreement

Journal Retention Program Update (Powerpoint, April 2013)

ASERL Journal Retention Steering Committee, Program Work Day, February 12, 2013

Meeting Minutes (pdf)

Introduction to WRLC's Journal Archiving Program - Mark Jacobs/Bruce Hulse.   PowerPoint

Shared Print Management – Recommendations for Use of the MARC 583 to Document the ASERL Retention Agreement – Cheryle Cole-Bennett/John Burger. PowerPoint

The following ASERL libraries are participating in this program:

1. Auburn University
2. College of William & Mary
3. Duke University
4. East Carolina University
5. Emory University
6. Georgia Tech
7. Louisiana State University
8. Mississippi State University
9. North Carolina State University
10. Tulane University
11. University of Alabama
12. University of Florida
13. University of Kentucky
14. University of Louisville
15. University of Memphis
16. University of Mississippi
17. University of North Carolina at Chapel Hill
18. University of North Carolina at Greensboro
19. University of South Carolina
20. University of Tennessee
21. University of Virginia
22. Virginia Commonwealth University
23. Virginia Tech
24. Wake Forest University

The project's Steering Committee is focused on the steps needed to implement this policy. For more information about this effort, please contact John Burger.

ASSOCIATION OF SOUTHEASTERN RESEARCH LIBRARIES

Approved April 2011
ASERL Collaborative Journal Retention Program Agreement

Introduction
ASERL libraries seek new options for sharing the costs and effort of long-term retention of print journals. The policies contained in this document have been reviewed and approved by the ASERL Board of Directors and all participating ASERL libraries. The following agreement provides assurance that the journals designated under this agreement will be retained and available for research purposes as long as the need reasonably exists, thereby allowing participating ASERL libraries to consider withdrawing duplicates of said items from their campus collections, and to rely with confidence on access to the retained copies.

1. <u>Governance</u>
   1.1. The program will be governed by a Steering Committee consisting of one representative of each participating library and a liaison from the ASERL Board of Directors. Each participating library director will designate the Steering Committee member. The ASERL Executive Director shall be an ex officio member of the committee and shall be non-voting except to decide any tie votes.

2. <u>Duration of Agreement, Discontinuance of Participation</u>
   2.1. This agreement shall be in effect through December 31, 2035, upon which time this agreement may be renewed as desired by participating libraries. This agreement will be reviewed in 2020 and 2030 to ensure it continues to provide value to participants.
   2.2. Any modification, amendments or other changes to this agreement must be approved by a 2/3 majority vote of the Steering Committee and a review of the ASERL Board.
   2.3. A participating library may opt to discontinue their participation in this agreement at any time without penalty, but must provide written notice to the Steering Committee a minimum of 24 months prior to withdrawing from the agreement.

3. <u>Selection and Identification of Retained Materials</u>
   3.1. This agreement is designed primarily for storing low use print journals.
   3.2. Materials will be selected for retention based on the completeness of the journal set and their quality/condition.
   3.3. Participating libraries shall note the retention status of designated items within their local catalogs and/or other collection management systems, as deemed appropriate by the Steering Committee.
   3.4. ASERL shall maintain a free and publicly accessible list describing the journals retained under this agreement, as deemed appropriate by the Steering Committee.
   3.5. The participating library shall maintain all of the designated journals in their original, artifactual form whenever possible. If necessary because of damage to or loss of the original of any of the materials, a hard copy facsimile may be used to fill in gaps.

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www.aserl.org

4. **Retention Facilities**
   4.1. Items that are to be retained under this agreement will be housed in one of the following types of facilities

Remote Storage Facility	Locked / Secured Stacks	Open Stacks
An environmentally controlled, secured facility that is not open for public browsing	On-site access that is not open for public browsing	Open for public browsing

5. **Ownership and Maintenance of Retained Materials**
   5.1. The ownership of materials designated for retention under this agreement shall remain the property of the library that originally purchased the item(s). The library that agrees to retain a set of journals will verify the degree of completeness of the set to the volume level.
   5.2. Upon agreeing to retain a set of journals, the retaining library will visually inspect each volume to ensure its serviceable condition. Serviceable condition will be defined as physically usable. Materials infested by mold or otherwise in a state of obvious deterioration will not be accepted for retention.
   5.3. Should a participating library be unwilling or unable to retain a set of journals that were designated as part of this agreement, that library must provide 12 months written notice to ASERL and offer to transfer ownership of said journals to another ASERL library for retention under this agreement.

6. **Operational Costs**
   6.1. All costs and workload for staffing and maintaining the facilities and retained materials will be borne by the library that undertakes the agreement.

7. **Duplicate Materials**
   7.1. Any ASERL library may at its discretion retain duplicates of items retained under this agreement by other members of ASERL. No ASERL library will be required to discard any materials.

8. **Circulation**
   8.1. Access to the contents of retained journals will be through electronic or paper duplication, or on-site access to specified items at the contributing library's discretion.
   8.2. The current circulation status of contributed titles must be accurately reported to indicate levels of risk. Levels of potential risk are defined in the table below:

	Remote Storage Facility	Locked / Secured Stacks	Open Stacks
Non-Circulating	Lowest Risk	Low Risk	Moderate Risk
Building Use Only	Low Risk	Low - Moderate Risk	Moderate - High Risk
Circulating	Moderate Risk	Moderate - High Risk	Highest Risk

9. **Lost or Damaged Materials**
   9.1. In the event of loss, damage or deterioration, the participating library shall use reasonable efforts to promptly obtain replacement copies of any of the retained items. Original artifactual copies are always preferred, but facsimiles are acceptable when necessary.

Final Draft -- ASERL Collaborative Journal Retention Program Agreement -- REVISED January 2011

Georgia Tech Algorithm

The Georgia Tech Algorithm was developed to assign a numeric value to facilitate the review of journals for the ASERL Cooperative Journal Retention program. The algorithm is designed to assess completeness of the collection, relevance to the institution and relevance to the ASERL project. The algorithm consists of 6 elements:

$$(\text{FirstCopy})^2 - \text{Missing}/10 + (\text{LastCopy OR Currency}) + \text{Class} + (\text{ASERL} * -2.25)$$

- **FirstCopy**: Ratio of owned first volume to the first volume of the title *squared* (Values: 0 to 1)
- **Missing**: A negative numerical score of missing volumes. Each missing volume counts as 1 and each missing issue counts as .1. All missing issues are summed and this sum is divided by 10. (Values: -*n* to 0, at GT this was -3.5 to 0)
- **LastCopy**: For ceased titles only. This is a ratio of owned latest volume to the final volume of the title. (Values: 0 to 1)
- **Currency**: For continuing titles. Currently, received journals are assigned a value of 1, and .1 is subtracted for each year not held (.9 for 2010 cancellations, .8 for 2009 cancellations, etc). GT used a floor of 0 for titles cancelled in or before 2000. (Values: 0 to 1)
- **Class**: A weight added for classes relevant to the library's mission. At GT we added a weight of .25 to all LC Q and T titles. (Values: 0 or 0.25)
- **ASERL**: A proxy variable if the item has been nominated for ASERL by another library (0 or -1). We then multiply this proxy times the maximum value of the algorithm – 2.25.

Discussion

I created the algorithm to provide a quick assessment of 1,059 journals that had previously been selected to be withdrawn (see additional background below), but I think that it could also be used as a starting point for review. It does require a number of data points: earliest volume held, latest volume held, first volume published, last volume published (or knowledge that the title is current)(Ulrich data), a count of missing volumes and issues, selection by other schools (ISSN + Title), and I treated continuations as a single title (call number). I had much of this material from previous projects, and looked up the remaining information using our catalog, Ulrich, and the ASERL spreadsheets.

For **FirstCopy**, I chose to emphasize the owning the first volume by squaring the term which creates a rapid tail off for coming into a series later (FirstCopy = .25 if your holdings begin with volume 2, and FirstCopy = .11). I would caution against assuming that the first volume is volume 1; unaccounted for title changes and title splits often prove to be exceptions. For **Missing**, I counted missing issues as -.1. A more precise way of accounting for missing issues would be to evaluate the frequency (e.g. a missing quarterly would be -.25, and a missing monthly would be -.08), but this added an additional data collection step. I divided the missing count by 10 to make it comparable to the other values in the algorithm. **LastCopy** is similar **FirstCopy**, but I chose not to square this value. Looking at the current

offerings to the project many libraries are offering titles that they have previously converted to electronic, so this feels less critical. **Currency**, however, offers a boost for those titles that are currently received or only recently cancelled. I chose to set a floor of 0 for currency, but you may also allow negative values (e.g. a title cancelled in 1989 would have a currency of 0 in our model, or with negative values have a currency of -2.2). **Class**, as a dummy variable, should be customized to your own needs, and at Georgia Tech we chose to emphasize our science and engineering holdings equally, but we could have been more selective (e.g. LC Class TA: Class = 0.3; LC Class QL: Class = 0.1). I would suggest limiting the range of this variable to -0.3 to 0.3 to keep it in line with the rest of the formula.

Finally, multiplying the **ASERL** value times -2.25, reflects our decision process for these titles, and reflects that we need no longer consider these titles; another school has agreed to keep what we previously had agreed to discard. This is a very aggressive approach that can be adjusted based on your circumstances.

In our initial use of the algorithm, we had values between -2.24 and 2.25 with one outlier value of -5.1 (we did not receive 32 volumes of this title). We have two cutoff criteria +2 and +1. Values of 2 or more will likely be offered by GT to the ASERL project (3%). Values of 1 or less are no longer being considered for inclusion (68%). Values between 1 and 2, so far merit additional evaluation (29%). In our second run, we updated the ASERL holdings and removed JSTOR titles from consideration narrowing our list to 21 likely titles (3.1%) and 155 review titles (23%).

It should be noted that the algorithm does not consider gaps in contributions by other schools. State law prevents us from offering our holdings to other schools, but we are considering contributing to the project (and retaining our copy) of large gaps where our holdings are complete (e.g. ISSN 0022-3093 on the ASERL journals spreadsheet). A new variable **ASERLGAP** could be created using a method similar to **Missing** and subtracted from the **ASERL** variable:

$$\text{(FirstCopy)}^2 - \text{Missing/10} + \text{(LastCopy OR Currency)} + \text{Class} + \text{(ASERL} - \text{ASERLGAP)} * \text{-2.25}$$

Additional Background

In 2010, a mold outbreak was discovered in our basement compact storage facility, which housed most of our pre-1980 bound periodicals. A decision was made to clean the material and relocate the material to an existing off-site warehouse. Prior to the outbreak we had been in the process of identifying material to relocate to that facility. At the outset, we knew that the warehouse did not have enough room to contain all of the materials from the warehouse, that we could not safely reuse the basement facility, and that there was insufficient room in our stacks; some material had to be discarded.

To determine materials to discard, we looked at our deep backfiles where we had both archival rights and ILL lending rights. This list included titles from JSTOR, Wiley, Elsevier, American Chemical Society, Royal Chemical Society, Institute of Physics, and Nature (one backfile that met the initial criterion was retained -- AIAA journals). We checked the holdings and discarded pre-1980 runs with electronic

equivalents. Subject librarians participated in the review process and accepted this decision as these print items were either contaminated by or exposed to mold.

In 2011, we have been reviewing the post-1980 equivalents of these discarded titles (using the same criterion of ILL lending rights and archival access from the above publishers), with the goal of realigning the space in the main library. Subject librarians have been asked to review list of titles and have been supportive of the decision to proceed with discarding these additional volumes.

Contact
For further information and questions, please contact Jay Forrest, jay.forrest@library.gatech.edu.

UNIVERSITY OF CALIFORNIA
Regional Library Facilities Statement of Operating Principles
http://www.srlf.ucla.edu/Deposit/OpPrinciples/RLFopPrinciples.pdf

UNIVERSITY OF CALIFORNIA

REGIONAL LIBRARY FACILITIES

**STATEMENT OF OPERATING
PRINCIPLES**

Approved by the Shared Library Facilities Board November 27, 2006

1

UNIVERSITY OF CALIFORNIA
REGIONAL LIBRARY FACILITIES

STATEMENT OF OPERATING PRINCIPLES

1.   REGIONAL LIBRARY FACILITIES

1.1.   Introduction

This document expresses the basic policies governing the operation of the Regional Library Facilities of the University of California. It establishes the purposes and goals of the Facilities and states the guiding principles under which they operate.

1.2.   Description

The University of California Regional Library Facilities are managed and operated as shared resources that support the goals of:

- Cost-effective management of collections and space by the UC libraries
- Universitywide retention of and persistent access to the broadest, deepest and most diverse possible collection of information resources needed for research and teaching by UC faculty and students
- Equitable access to and use of shared facilities.

Formation of the Facilities was recommended in Chapter X of *The University of California Libraries, A Plan for Development* (1977) (http://www.slp.ucop.edu/ initiatives/1977.html).

The Northern Regional Library Facility is located at the Richmond Field Station in Richmond, California, and initial state funding was provided for the building project in 1981. Construction of Phase I was completed by October 1982, Phase II in the summer of 1990, and Phase III in April 2005. The NRLF began operation in 1983. The building has staff and reader space as well as stack space. Phases I, II, and III provide capacity for approximately 7,700,000 volume equivalents.

The Southern Regional Library Facility is located on the campus of UCLA. Initial state funding was authorized for the building project in 1984. Construction of SRLF Phase I was completed in 1987 and construction of Phase II was completed in January 1996. The SRLF began operations in August, 1987. The building has staff and reader space as well as stack space. Phase I and II provide capacity for approximately 6,900,000 volume equivalents.

Materials are shelved by size and accession number to maximize the capacity of the facilities. Both facilities are designed to permit construction of new stack components as the need for additional space develops. The materials of depositing libraries are intershelved. However, non-University of California deposits (see section 1.4 below) are not intershelved with University of California deposits. High security areas are available for special collections and archival collections. Both facilities provide carefully controlled temperature and humidity conditions designed to enhance the longevity of materials deposited at the facility.

2

1.3. Purpose and Goals

The RLFs store, preserve and provide access to infrequently-used library materials of research value in a cost effective economical manner for the libraries of the University of California.

1.4. Depositors

Primary depositors to the Facilities are the libraries of the campuses of the University of California (UC). Subject to the policies established by the University of California upon recommendation of the Shared Library Facilities Board, other segments of the California library community, public and private, may also become depositors. Policies related to deposits by non-UC libraries are currently under review. Individuals, agencies, and institutions other than libraries are not eligible to deposit material at the Facilities. All depositing libraries are subject to Shared Library Facilities Board policy.

1.5. Charges

With the exception of UC libraries, depositing libraries are assessed on a cost recovery basis for services provided by the facilities, such as processing and housing materials, and administrative overhead.

1.6. Governance

The NRLF and SRLF are managed and operated by the Berkeley and Los Angeles campuses on behalf of the University of California, pursuant to memoranda of understanding dated June 13, 1994 and October 1, 1993, respectively. Both facilities are governed by the Shared Library Facilities Board (SLFB), which is appointed by and responsible to the Provost and Senior Vice President for Academic Affairs. Voting members of the Board are the University Librarians or their designees, a representative of the UC Academic Senate, and a representative of the Librarians Association of the University of California (LAUC).

The Board is chaired by a University Librarian from a UC campus for a two-year term, upon nomination by the voting members of the Board. It is desirable, but not mandatory, that the chairmanship alternate between University Librarians representing the northern and southern regions of the state. Staff and budgetary support for the Board's operations will be provided jointly by the Office of Systemwide Library Planning and the shared library facilities.

2. DEPOSITS

Depositing libraries are considered the owners and managers of the materials they deposit in a UC Regional Library Facility. For materials collaboratively purchased and designated as prospective UC Libraries Collections, ownership is shared among all UC campuses. Legal ownership of UC material is retained by the Regents of the University of California. In order to assure appropriate use of the Facilities, unless otherwise specified, it is expected that material deposited at the Facilities is intended for permanent storage.

2.1. Material Eligible and Not Eligible for Deposit

Material may be in any physical form normally considered appropriate for library collections with the following exceptions:

3

- Materials that duplicate items already in storage at the destination RLF are proscribed except where justified by an approved UC Libraries collection management plan for selective systemwide retention of duplicate copies. Exceptions to the general policy may be made by the Board. Special Collections material is exempted from this policy.

- Materials in an advanced state of deterioration are not ordinarily accepted.

- Highly flammable or potentially explosive items (e.g., nitrate films) are prohibited, as are items infested by mold, insects, or other vermin.

2.2.   Records

2.2.1.   Book and Book-Like Material

Each depositing library is responsible for providing a machine-readable bibliographic record for all book and book-like items deposited. The record standards and format must be compatible with the UC Union Catalog. Because the primary means of retrieving the material at the facilities is the facility inventory control number, the records must also be capable of accommodating that number.

All UC holdings at a Facility must be listed in the UC Union Catalog. Inclusion of non-UC materials in the UC Union Catalog is a policy matter determined by the UC Office of the President in consultation with the Shared Library Facilities Board. Contact the relevant Facility for more information.

2.2.2.   Non-Book Material

Depositing libraries must provide a machine-readable minimum storage record for non-book material, the content of the record to be specified by the Board.

2.3.   Requests to Deposit

Requests to deposit material are reviewed on a regular basis by the Facility Directors and the Shared Library Facilities Board as set out in the Board's *Procedures for Annual Management of Deposits to the UC Regional Library Facilities* (November 8, 2006) (http://libraries.universityofcalifornia.edu/planning/SLFB_deposit_management_final.pdf).

Acceptance of deposit requests for accessioning is based upon the ability of the requesting library to meet conditions outlined in this statement of operating principles, e.g., condition, duplication, form, and bibliographical control.

2.4.   Scheduling

Immediacy of need, availability of space and facility operating requirements are considered when scheduling receipt of deposits.

Procedures for submitting deposit requests, review, scheduling and notification of requesting libraries of request disposition are available from the Facilities.

4

2.5. Priorities

If the space required to shelve acceptable deposits exceeds the space available, the Board establishes the priority for acceptance of deposits.

2.6. Recalls and Withdrawals

A depositing UC library may recall its deposited items from a Facility for return to its local collections, subject to the policy on *Persistent Deposits in UC Regional Library Facilities* (February 20, 2006) (http://libraries.universityofcalifornia.edu/planning/ RLF_Persistence_Policy_rev_final.pdf) and any other applicable UC collection management policies. A non-UC depositor may permanently withdraw deposited items from a Facility, subject to any special agreements between the University and the depositor.

3. SERVICES

Primary access to material on deposit at a Facility is provided through lending and copy services to individuals through libraries. Access is also provided directly to authorized individuals through electronic document transmission and on-site services.

3.1. Off-Site Services

Off-Site Services are those provided by the Facilities to individuals through other libraries or directly via electronic document transmission. Off-Site services provided include lending and copying.

3.1.1. Lending

The target period for delivery of requested material to UC libraries is no more than two working days from receipt of the request at the Regional Library Facility holding the item to receipt of the material at the requesting library

Non-UC libraries requesting lending services are charged for those services on a cost recovery basis. UC libraries are not charged for lending services.

Effective September 1, 2006, UC materials deposited in the RLFs shall have one of the three following circulation categories:
- Unrestricted: Lent to any UC campus for one year; lent on-site at the RLF.
- Building Use Only: Lent to any UC Library for one year, but must be "building use only" on the borrowing campus; may be used but not loaned on site at the RLF.
- Non-Circulating: Lent only to the owning library for one year; no RLF on site use.

Beginning September 1, 2006, for any materials previously deposited at an RLF having a circulation policy different from the three categories set out above (including the "Limited Circulation" category at the NRLF), upon receipt of a request to use or loan the material the RLF will ask the depositing library to review the requested items and classify them into one of the three approved circulation categories before responding to the request.

3.1.2. Electronic Copy and Photocopy

Electronic copies and photocopies of material deposited at a Facility may be requested by a library or an individual. Telefacsimiles of material deposited at a Facility may be requested by a

5

library. The target period for on-line availability of electronic copies is no more than two working days from receipt of the request at the Facility. The target period for availability of requested photocopies at UC libraries is no more than two working days from receipt of the request at the Facility.

All non-UC libraries or individuals requesting photocopy services, electronic transmissions or telefacsimiles are charged for those services on a cost recovery basis.

3.2.   On-Site Services

3.2.1.   Reading Room Use

The following individuals may visit the Facility, have materials paged, and use material in the Reading Room: individuals who hold a valid UC library card; faculty, staff, and students from academic institutions whose libraries have deposited materials at that Facility; other individuals from institutions whose libraries have deposited materials at that Facility; and others with specific authorization from a UC library or authorization from the Facility's Director or the Director's designee.

Materials shelved in the Special Collections areas will not ordinarily be used on-site. On-site use of material shelved in these areas shall occur only with prior authorization from the head of the depositing library or the head's designate and from the Director of the Facility or the Director's designee.

3.2.2.   Stack Access

Stack access is available to faculty, graduate students, and staff from academic institutions with depositing libraries, with permission from the Director or the Director's designate. Access to Special Collections areas is restricted to facility staff and, with permission from the Director, the staff of depositing libraries.

3.2.3.   Lending

On-site lending services are provided to individuals who show a valid UC library borrowers card, and to faculty, staff, and students from academic institutions whose libraries have deposited materials at that Facility who show a currently valid institutional or library card.

On-site lending services are provided to patrons of non-academic depositing libraries who display appropriate identification and who have specific authorization from their home library. On-site circulation to individuals from non-UC institutions with depositing libraries is charged to their home library on a cost recovery basis.

3.2.4.   Photocopy

On-Site photocopy services are charged to the individual, UC and non-UC, on a cost recovery basis.

University of California
Southern Regional Library Facility

Home :: Library Deposit Information ::

Deposit Guidelines

- **Physical Preparation of Book Material** [Word .doc format]
- **Non-Book Material** [Word .doc format]
- **Special Collections** [Word .doc format]
- **Deaccession Requests [Policy & Procedures]** [Word .doc format]
- **Deaccession Request Form** [Adobe Acrobat .pdf format]
- **Microforms** [Word .doc format]
- **Preservation Microfilm**
- **Newspaper Deposit Guidelines**

Home ::
General Info ::
Access Services ::
Deposit Information ::
Preservation Imaging ::
Related Links ::

University of California
CDL
California Digital Library

Staff Directory   Contact CDL   Report a Problem   System Status

Search

October 01, 2013   About CDL   Services and Projects   Information Gateways   Committees and Groups   News and Media

CDL Home > Services and Projects > WEST

WEST

About WEST

Archived Collections

Access and Disclosure

Contact Us

For Members (Login Required)

WEST: Western Regional Storage Trust

Western Regional Storage Trust

The Western Regional Storage Trust (WEST) is a distributed retrospective print journal repository program serving research libraries, college and university libraries, and library consortia in the Western Region of the United States. Under the WEST program, participating libraries consolidate and validate print journal backfiles at major library storage facilities and at selected campus locations. The resulting shared print archives ensure access to the scholarly print record and allow member institutions to optimize campus library space. This collaborative regional approach to managing library collections represents an important step, when joined with other initiatives, toward development of a network-level shared print archive.

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Document owner: Emily Stambaugh

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Howard, Jennifer. "Building a Large-Scale Print-Journal Repository." Wired Campus. The Chronicle of Higher Education, 28 February 2011.

About CDL
About CDL
Mission, Vision, and Values
Our Approach
Message from the Executive Director
Our Organization
Grants and Partnerships
Standards and Memberships
CDL Awards and Honors
CDL by the Numbers
Job Opportunities
Internship Program

Our Organization
Collection Development
Digital Special Collections
Discovery & Delivery
Publishing
UC Curation Center (Preservation)
Business Services
Information Services
Infrastructure and Applications Support
Strategic and Project Planning
User Experience Design

Services and Projects

Committees and Groups

Information Gateways
For Campus Libraries
For Content Contributors
For Faculty
For Vendors
For Technologists

News and Media
CDLINFO News
Press Center
Publications

Site Map

University of California
CDL
California Digital Library

Staff Directory   Contact CDL   Report a Problem   System Status

Search

October 01, 2013 | About CDL | Services and Projects | Information Gateways | Committees and Groups | News and Media

CDL Home > Services and Projects > WEST > About

WEST

About WEST

> FAQ
> Members
> Governance

Archived Collections

Access and Disclosure

Contact Us

For Members (Login Required)

Western Regional Storage Trust

About WEST

Courtesy of the Stanford University. Libraries. Dept. of Special Collections.

WEST is a collaborative and sustainable journal archiving program that will transform the manner in which legacy print journal collections are housed and managed.

In 2009-2010, research libraries, college and university libraries, and library consortia in the western region of the United States joined together, with support from the Andrew W. Mellon Foundation, to plan for a shared print archiving program known as the "Western Regional Storage Trust". The goals established for WEST were to:

- Preserve and provide access to the scholarly print record
- Facilitate space reclamation in WEST libraries and storage facilities

The twenty-two WEST planning partners developed an operating and business model including

1) selection priorities and validation standards based on risk management principles
2) agreements governing retention, holdings disclosure, and access
3) a business plan that includes governance and cost-sharing proposals.

In December 2010, the Mellon Foundation awarded a three year grant to the University of California Libraries to support implementation of WEST. More than 60 additional academic libraries expressed intention to join the program as it moved into implementation. During the initial three-year project (2011-2013), WEST partners will establish the administrative and operational infrastructure to support the distributed journal archive. Selected WEST Archive Builders will actively ingest and validate approximately 150,000 volumes from 8,000 journal runs (current and past titles), to allow recovery of the space occupied by potentially millions of corresponding volumes now held in partner libraries. WEST archiving libraries agree to maintain WEST archives for a period of 25 years (through 2035), with a review of the agreement every 5 years. WEST plans to submit a subsequent proposal for funding to support an additional two year archiving project in 2014-2015 (Phase 2).

The outcome of the WEST project will be a robust framework developed and adopted by a variety of regional partners to support a long-term, distributed print repository. The program will preserve the scholarly record through a coordinated system of persistent archives and will make visible those archives and retention commitments at the national/international level.

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Document owner: Emily Stambaugh

Introductory WEST Documents
WEST Program Statement (MOU) [**PDF**]
WEST Archive Holder Builder Roles Responsibilities [**DOC**]

Announcements and articles
Western Regional Storage Trust (WEST) announces print archiving milestone [**DOC**]
WEST Presentation at ALA Midwinter 2012 [**PDF**]
Howard, Jennifer. "Building a Large-Scale Print-Journal Repository." Wired Campus. The Chronicle of Higher Education, 28 February 2011.
Mellon grant awarded to University of California Libraries to Implement the Western Regional Storage Trust (press release, January 31, 2011)
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About CDL
About CDL
Mission, Vision, and Values
Our Approach
Message from the Executive Director
Our Organization
Grants and Partnerships
Standards and

Our Organization
Collection Development
Digital Special Collections
Discovery & Delivery
Publishing
UC Curation Center (Preservation)
Business Services
Information Services
Infrastructure and

Services and Projects

Committees and Groups

Information Gateways
For Campus Libraries
For Content Contributors
For Faculty
For Vendors
For Technologists

News and Media
CDLINFO News
Press Center
Publications

Site Map

WEST: Collections Model

Contents

WEST Goals and Principles

Libraries in the Western Region of the United States have joined together to consolidate journal back files historically published in print form. The resulting archives are intended to ensure access, when needed, to the scholarly print record while allowing the libraries to optimize space. The journal archives, once consolidated, become part of the Western Regional Storage Trust and are subject to specific terms and conditions to ensure their persistence over time.

The libraries and their storage facilities face significant space pressures which affect their ability to continue to build the collections and provide services. The libraries must deselect holdings and the Trust is intended to provide a framework for doing that responsibly and in an informed way. The size of the collective journal collections and extent of collective duplication require the libraries to focus efforts on specific types of journals and their backfiles. The Collections Model for WEST identifies the types of journals that will be retained and consolidated by WEST member libraries and their storage facilities and the level of effort that will be placed on each type of journal to ensure completeness and condition.

As of 2010, WEST member libraries and their storage facilities house more than 60,000 distinct print journal families (current and previous titles) and approximately 70% are held in duplicate, potentially representing thousands of duplicate volumes. These figures are based on initial collection analysis which focused on journals that have enough bibliographic information to facilitate comparisons[1].

The goals for WEST are to

- Preserve the scholarly print record
- Provide access, when needed, to the scholarly print record
- Facilitate space reclamation in WEST library and storage facilities

Each print title will present different opportunities for preservation and space savings, depending on overlap and other factors. The Collection Model is calibrated to focus on titles that will provide substantial opportunity for space reclamation and on preservation of the scholarly record through collaborative archive creation services.

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[1] Of more than 1 million records submitted by WEST libraries and storage facilities for analysis, about 218,000 contained ISSNs necessary to facilitate network-level comparisons. Of those about 60,000 journal families were identified. Those journal families are the subject of the collection analysis for the planning phase. Future, ongoing collection analysis may seek to improve the bases for comparisons (e.g. data match points.)

COLLECTIONS MODEL

Selection Criteria, Title Categories and Archive Types

The Selection and Validation Working Group endorsed the use of selection criteria that identify categories of journal titles with similar characteristics; each category is recommended for specific treatment to secure a print backfile(s). A Title Category is an expression of risk for the particular kind of print journal. The combination of format availability, digital preservation services, print overlap, presence of existing shared print archives and other factors form part of the risk profile for each category of titles.

The selection criteria used to define title categories for WEST are informed by

- Risk management principles. If an uncoordinated approach to deselection continues, what is the likelihood of loss of access within WEST, loss of content within WEST or a stewardship failure? Each category of titles has a different combined risk level for these three factors.
- Organizational modeling and cost estimates developed by CDL Shared Print and UC Libraries to determine the most efficient, cost effective approaches to compiling backfiles[2].
- Experimentation with issue-level validation and calibration of effort conducted by CDL Shared Print and the IEEE Print operations team at UC Berkeley, UC Davis and the Northern Regional Library Facility. Includes draft standards for issue-level of validation developed in consultation with JSTOR and UC Berkeley's preservation officer.
- Ithaka S+R's optimal copies research[3], which provides guidance about how many copies need to be assembled at a high or low-level of validation across the network of libraries to ensure that a complete copy exists over a certain preservation horizon.
- Ithaka S+R's recommendations for what to withdraw[4], which provides guidance about the conditions under which print backfiles can be responsibly withdrawn.
- Initial analysis of overlap in print journal titles held by WEST storage facilities and a subset of WEST libraries.

Additional research may be conducted in the future to

- better understand the network effects of one region's retention commitments on the retention choices of other regional efforts
- refine the optimal copies framework in the absence of a page validated archive[5]. In particular, to better understand relationship between the units of publication to be verified, the physical

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[2] UC Libraries have experimented with issue-level validation in the IEEE and CoreSTOR Shared Print Projects. Both models assume that the final archive would reside at a storage facility, but use a different organizational model for validation. Costs per volume and productivity rates were studied for each model to estimate the human resources needed at each storage facility to support a scaled backfile consolidation service.

[3] Yano, Candace, et. al. *Optimizing the Number of Copies for Print Preservation of Research Journals*. University of California, Berkeley, October, 2008.

[4] Schonfeld, Roger and Ross Housewright. *What to Withdraw: Print Collections Management in the Wake of Digitization*. Ithaka S+R, September 29, 2009.

manifestation in library collections (bound issues and volumes,) and a decision-framework for different levels of validation (issue or volume) and/or optimal copies.

- Improve match rates for data supplied by diverse partners from diverse systems and improve automated holdings level analysis.

Each title category is assigned an Archive Type that reflects the level of validation (i.e. completeness and condition check) considered appropriate for titles in that risk category. The Working Group developed the following Archive Type designations for various validation levels: Bronze (no validation), Silver (volume-level validation), and Gold (issue-level validation). A fourth designation, Platinum, is reserved for special archives warranting page-level validation (e.g. the UC-JSTOR Shared Print Repository).

The relationship between Title Category-Archive Type provides transparency and predictability about the level of effort that will be placed on a title with certain characteristics and keeps decision-making overhead low. It would allow the libraries to calibrate the level of effort placed on certain types of titles; more effort on higher risk titles, less effort on lower risk titles. It is recommended that WEST focus on titles at different risk levels in parallel to gain experience with the operational and cost requirements at different levels.

The following matrix summarizes the title categories and archive types. More detail about the categories and definitions of the archive types can be found in Appendix C: Title Categories and Appendix D: Archive Types.

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[5] Ithaka S+R and Candace Yano are planning to refine the optimal copies research conducted in 2008. UC Libraries and others will supply data about levels of validation, disclosed conditions and gaps to facilitate that research.

Table 1: Title Categories, Print Risk Level and Archive Type

Some shared print archives that pre-date WEST are contributed to the Trust (e.g. Orbis Cascade Alliance's DPR including the JSTOR Arts and Sciences 1+2 collections and ACS collection, the University of California's IEEE and CoreSTOR archives).

Title Category		Duplication Level within WEST sought in candidate titles	Risk Level	Archive Type	Number of Archive Copies
1	**Print and Electronic plus Digital Preservation**	**High**	**Low**	**Bronze**	**1**
	American Chemical Society Orbis Cascade Alliance DPR	N/A, Entire ACS List	Low	Silver	2 (-2002)
	IEEE, UC Shared Print	N/A	Low	Gold	1
2	**Print and Electronic, no Digital Preservation, publisher e-journal packages**	**High**	**Low**	**Bronze**	**1**
	CoreSTOR, UC Shared Print	N/A	Low	Silver/Gold	1
3	**Print only with selected full-text access through aggregator databases**	**High**	**Moderate**	**Silver**	**1**
4	**Print only with electronic abstracting and indexing**	**Moderate - High**	**High**	**Gold**	**1**
5	**Print only, no electronic access points**	**Moderate - High**	**High**	**Gold**	**1**
6	**JSTOR**				
	JSTOR UC Shared Print Collection gaps	N/A, Entire JSTOR List	High	Platinum	1
	JSTOR Orbis Cascade Alliance DPR (Arts & Sciences 1 and 2)	N/A, Entire JSTOR List AS1+2	Moderate	Silver	2 (-2002), 1 (2003-)
	JSTOR (Arts & Sciences 3+ and other journal collections)	N/A, Entire JSTOR List AS3+	Low/Moderate	Silver	1

Level of duplication sought in candidate titles for WEST

The current level of print duplication among WEST libraries is one characteristic that makes a journal a candidate for the Trust. *Titles with moderate to high print duplication among member libraries are candidates* for the Western Regional Storage Trust. Titles with low duplication are not initially candidates for the Trust. It is assumed that unique titles will be managed locally without the need for cooperative action.

After (and in addition to) the current level of print duplication, other criteria are also considered (e.g. electronic availability, scholarly/academic titles.)

The Trust is envisioned as a catalyst for space reclamation. By choosing titles that are widely held in print and agreeing to retain one copy, the members can generate the greatest opportunity for space reclamation across the network.

Collection Analysis

To determine levels of duplication, WEST members participated in an ambitious collection analysis effort. In 2010, WEST library and storage facilities supplied more than one million records of their journal holdings for a collection analysis effort. Records were ingested into a database along with enriched metadata supplied by Ulrichs. Approximately one fifth of the records (218,000) were suitable for analysis.

Based on an initial analysis of those records at the title level, WEST library and storage facilities hold approximately 60,580 journal families (current and previous titles). Further overlap analysis suggests that a high level of duplication among WEST libraries and storage facilities may be 5 copies and a moderate level may be 3-4 copies.

Table 1: Levels of Duplication within WEST Defined

Duplication Level	# Copies	# Journal Families (current and previous titles)	%
High	5 to16	17,233	28%
Moderate	3 or 4	13,381	22%
Low	1 or 2	29,966	49%
Total		60,580	51%

These figures may be significantly understated (at the title level) due to limitations in the data supplied for analysis. These figures may or may not be overstated at the holdings (volume) level. Future analysis and capabilities may be needed to improve automated holdings level analysis. The initial planning phase for WEST included analysis at the title level for all categories except category 3, and preparation of title lists with proposed archive providers/locations. Subsequent holdings analysis will occur in an implementation phase.

Page 7

Validation

Validation of a journal backfile includes two components: 1) proactive compilation and verification of completeness of the backfile in a single location and 2) verification of the condition of the material.

The level of validation recommended for a title is determined by the Title Category and the designated Archive Type for that category. Some titles will not be validated at all (Bronze Archive Type) while some titles will be validated for completeness only (Silver), and some will be validated for completeness and condition (Gold).

This approach allows WEST members to scale efforts on print backfiles while calibrating the level of effort by risk level; more effort is placed on higher risk titles; less effort on lower risk titles.

Validation instills confidence in the partners to know just what reasonable efforts have been made by the Archive Provider to secure a near complete, good condition backfile.

Proposed standards for validation are outlined in the ***"Standards for Issue and Volume Level Validation"*** (Appendix E). These standards explicitly define what a reasonable effort is to ensure completeness and condition, including some aspects pertinent to the "call for holdings" process mentioned below. WEST Archive Providers are expected to adhere to these standards. Modifications to these standards are made by the governing body for collections (the Collections Council).

The Collections Council may re-calibrate aspects of the validation standards in the first three years including:

- Whether to change an archive type for a title category
- Whether to allow, disallow or modify certain conditions in Gold archives
- Whether to disclose each condition in bibliographic records or to group the conditions into some form of general vocabulary (fair, good, excellent) for Gold archives
- Whether a periodic audit of the archives is needed to ensure compliance with the validation standards. If so, develop a statistical methodology that can be reused periodically and outline desired responses in the event of a deficient audit.

Call for Holdings and Filling Gaps (Silver and Gold Archives)

Titles that fall into the Silver and Gold Archive Types will be proactively assembled by Archive Providers.

Page 8

These backfiles are compiled through two processes: a proactive "call for holdings" followed by a longer term passive "gap filling" process. The call for holdings is designed to assemble the majority of the volumes in a backfile in preparation for validation.

The "call for holdings" is usually done on an annual basis for the entire list of titles that the Archive Provider is scheduled to work on that year. Contributions from member libraries are made in response to a call for holdings from an Archive Provider. Contributions are made in the same year that the call is issued by the Archive Provider to expedite the archive creation process.

To prepare the call for holdings, the Administrative Host supplies the Archive Provider with a list of journal families that the membership has agreed upon for that year. The Archive Provider reviews bibliographic records for existing holdings, identifies gaps and prepares a formal request for contributions from WEST member libraries. Templates for preparing the holdings level analysis and formal call can be supplied by the Administrative Host.

In general, the Archive Provider will call for holdings from libraries that are directly affiliated within the same library system or consortia to simplify the contribution process. If contributions cannot be secured within those groups, the Archive Provider can issue a second call for holdings in the same period to other WEST members.

Archive Providers do not call for holdings beyond WEST (in keeping with an optimal copies approach to archiving.) After a second call for holdings in the same period, the Archive Provider discloses gaps in the collection which are used later to prepare a "wish list" for future gap filling efforts.

Filling Gaps (Bronze Archives)

Lower risk titles are not validated for completeness or condition (Bronze Archives).

Archive Provider's for these titles simply disclose existing holdings (as currently recorded in bibliographic records). Archive Providers are not expected to proactively fill gaps to assemble a complete run. WEST members may work directly with Archive Providers to contribute holdings to fill in gaps, if mutually agreed upon.

Archive Providers for these titles are typically chosen based on the depth of holdings as indicated in bibliographic records for the ISSN. The Library or Storage facility in WEST with the deepest holdings is recommended to serve as the Archive Provider.

Additional Considerations

Optimal Copies

Page 9

WEST Silver and Gold archives, which include some minimal level of validation, are eligible for contribution to broader efforts to secure optimal copies across the network of research libraries.

WEST Bronze archives are not considered appropriate for contribution to a network of optimal copies, as they are not validated.

Quality of Digital Surrogates, Incorporating What to Withdraw framework

Ithaka S+R's "What to Withdraw " framework recommends that the quality of digitization and image density be considered as part of the risk profile for a print backfile. A title that has been poorly digitized might be considered for validation, while a title that has been digitized well may not require validation.

Implications for WEST: At present, the WEST title categories do not take the quality of digitization into consideration. Backfiles that are available electronically are considered low to moderate risk and consequently, they are currently aligned with a Bronze or Silver Archive Type (i.e. no validation or volume level validation). The WEST Collections Council may consider whether to refine the criteria for the relevant title categories and recommend validation (i.e., a different Archive Type) in the future.

At present, information about the quality of digitization or image density is not routinely captured for decision-support purposes. The title categories may be refined to incorporate this aspect in the future.

Replacements

If a volume in a WEST print archive should be found to be unusable, efforts will not be made to find replacements. WEST members can gain access to volumes in other built archives in North America, in keeping with the concept of optimal copies across the network.

Titles move between categories

Over time, titles may move from one category to another: a title currently available in print may become available electronically from the publisher, or a title currently available electronically may join a third party digital preservation service. It is generally assumed that a title will move from a higher risk category to a lower one. When this occurs, the nature of the WEST archive and level of effort placed on it could change from the next year forward. The Collections Council may want to review these movements periodically.

Designated End Year for an Archive (-2005), Scoping our Work

To better plan our work and scope efforts, print "backfiles" are defined as a set of holdings from volume 1 to the year 2005. The year 2005 is recommended as a pivotal year for the conversion of print to electronic for journals and for many libraries' cancelations of print subscriptions.

The designated end year also provides scope for the validation work effort. It serves as a milestone for Archive Providers. Once reached, completion of the archive can be communicated to the partnership, allowing members to make collection management decisions about remaining copies. If additional

Page 10

volumes are held within WEST for more recent years, it is advisable to compile them in the same effort as the backfile consolidation effort.

Government Documents, Initially Excluded

Government documents of all types are initially excluded from WEST's selection criteria.

Value Added Services

Journal backfiles that are only available in print may be good candidates for digitization and digital curation to enhance access to these titles, secure the scholarly record and facilitate contributions. The Trust could seek to manage relationships with the publishers for these titles. Digitization might be staged in different ways:

1) One touch approach. Digitize while validating.

2) Use-based, trigger-event approach. When a volume is requested for a particular WEST backfile, digitize the entire backfile.

3) Library selection-based approach. WEST libraries periodically identify backfiles in the Trust to be digitized

Collection Decision-Making

Decisions about the collections are made by a Collections Council on an ongoing basis. The titles that will be incorporated in to the Trust are made periodically via a Collection Voting Model administered by the WEST Project Manager with support from the Administrative Host. Title sets will be routinely identified by ongoing collection analysis conducted by or under the direction of the Project Manager and referred to the Collections Council. Titles may also be nominated by WEST member institutions. Nominations are submitted to the Project Manager and considered by the Collections Council. Further description of the roles and responsibilities for the Collection Council can be found in the Governance structure for WEST.

Decisions are expected to be made on an annual basis but may be made less frequently after the Trust has been established for a few years.

Types of decisions may include:

- Prioritization of sets of titles and title nominations within each selection category
- Balancing holdings and contributions among partners
- Satisfying diverse partners' collection management needs and collection planning
- Managing contribution problems
- Consultation on collection-related issues, particularly when value added services are applied to Trust holdings

Archive Locations and Principles for Title Contributions

Page 11

The Selection and Validation Working Group recommends the following definitions and principles when conducting collection analysis and identifying the institutions that might best serve as Archive Provider for a title. The Project Manager would confirm commitments from potential Archive Providers prior to a firm designation. These principles are designed to keep collection analysis costs as well as subsequent validation costs low for the partners. The Collections Council may define additional principles over time.

"Archival locations" are defined to include separate high-density library storage facilities and library locations with controlled access and appropriate environmental conditions. This hybrid model for archive locations is recommended for various reasons:

- Provides for archiving more materials since there are capacity constraints at storage facilities
- Allows more institutions to serve as archive locations; supports distributed archiving programs such as the Orbis Cascade Alliance Distributed Print Repository and GWLA (in planning).
- Supports the likely progression over time for materials to move toward more secure environments, e.g., from campus stacks to protected status to protected locations such as storage facilities.
- Could be implemented more quickly and less expensively.
- Supports different comfort levels among participants and different incentives among archive providers

The following principles would guide efforts to analyze collections to identify archive location candidates:

- When multiple backfiles for the same title exist in WEST, the most complete backfile is selected for the archive (as complete as can be discerned initially from bibliographic records.) That backfile is completed by other members' holdings on a proactive or passive basis (as described in the "call for holdings and filling gaps" section.
- WEST member libraries that have access to a storage facility will move a Silver, Gold or Platinum title's backfile to storage, if selected for the Trust.
- WEST member libraries that have access to a storage facility may choose to move Bronze backfiles to storage or retain them on site.
- Validation occurs at the final archival location for the backfile. This is the most cost-effective way to perform validation. For libraries with storage facilities, validation occurs at the storage facility; for libraries without storage facilities, validation occurs at the library.
- Members are expected to contribute holdings when called upon to complete a backfile, even if local backfiles must be broken up.
- When contributions of more recent holdings are of concern, a rolling-wall pattern can be set up.

Page 12

Governing body for WEST Collections

WEST Collections Council

A WEST Collections Council, a special council within the Operations Committee, consists of one representative from each Archive Provider and two representatives appointed by the Executive Committee from among all Borrower/Contributors. (The total number of representatives depends on the number of Archive Providers.) The terms of appointed members shall be determined by the Executive Committee.

Responsibilities of the Collections Council are to:
- Refine the Collections Model, when needed, in response to WEST partner's evolving needs.
- Refine selection criteria, Title Categories and Archive Type assignments
- Refine validation standards appropriate for different Archive Types
- Prioritize sets of titles and title nominations for continued development of the WEST archive
- Balance responsibility for holdings among Archive Providers
- Advise on diverse partners' collection management needs and collection planning
- Consult on collection-related issues
- Prepare public relations statements related to the collections

Page 13

The mission of the **Preservation and Access Service Center for Colorado Academic Libraries (PASCAL) at the Anschutz Medical Campus of UC Denver** is to provide centralized, high-density environmentally-sound permanent storage for library materials from the member campuses of the University of Colorado and the University of Denver. PASCAL provides member libraries with rapid, efficient and safe access to and delivery of stored materials.**...more.**
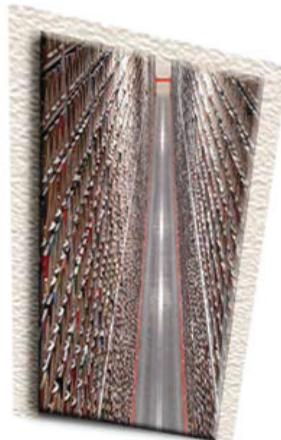
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Collaborative Projects

Shared Print Repository

Introduction | Goals | Activities | Policies/Guidelines | Holdings | Working Groups

Introduction

As part of their mutual commitment to efficient, ongoing access to scholarly information resources, library directors from CIC member universities agreed in July 2011 to fund a shared collection of print journal backfile volumes.

The first phase of this initiative is now underway, with plans for securing some 250,000 volumes over the next five years in a state-of-the-art storage facility located at Indiana University.

The Summer 2013 Update is available here.

Center for Library Initiatives
- CLI Home Page
- CIC/HathiTrust Digital Repository
- Google Book Search Project
- Shared Print Repository
- Consortial Licensing
- Scholarly Communication
- Reciprocal Library Borrowing

Technology Collaborations
Purchasing and Licensing
Leadership Development
Shared Courses
Global Collaborations
Traumatic Brain Injury Research Collaboration

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COPPUL

**Council of Prairie and
Pacific University Libraries**

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Shared Print Archive Network (SPAN)

The Council of Prairie and Pacific Libraries' Shared Print Archive Network (SPAN) is a distributed retrospective print repository program. SPAN's main goals are to provide access to shared print archives, create opportunities for the reallocation of library space, and preserve the print record for its members in a cost-effective way. Rather than thinking about the project in terms of preserving the "last copy," this partnership emphasizes the role of the archived print as part of an optimal copy network that includes other print archiving initiatives.

As of May 1, 2012, the **20 participating COPPUL libraries** have agreed to consolidate and validate print journal backfiles and monographs at major library storage facilities and selected campus locations. Initial phases will proactively focus on journal backfiles, with a much less managed, optional process for retention and preservation of scarcely held monographs in member library collections. Selection of titles for inclusion in SPAN will be made using a risk management framework: journals will be categorized as Low- , Moderate- , or Higher-Risk based on their availability electronically, rarity, and relevance to the region (Western Canada). In the future, the Network and archiving program may be expanded to include prospective (i.e. current) collections. The Network was pleased to welcome MacEwan University as its 20th member on April 1st, 2013.

While each archive holder library will retain ownership of its materials, the holdings are subject to shared management. SPAN is run by a Management Committee that includes representatives from four of the participating libraries and at least one COPPUL director. With support from the COPPUL office, this committee oversees the initiative's operation and development, works to integrate SPAN with related archiving programs nationally and internationally, recommends solutions related to holdings disclosure and access/delivery, and develops and monitors a process to select titles for inclusion in the SPAN archive. The **COPPUL Shared Print Archive Network Member Agreement (April 2012)** outlines the governance of the initiative, as well as the contributions and responsibilities expected from each participating library.

Archived Titles

Documentation

SPAN Frequently Asked Questions

Phase Two:

Overview of SPAN Phase 2, 2014–2014

Phase 2 Documentation for Archive Holders

Phase 2 Documentation for Archive Supporters

Phase One:

Overview of SPAN Phase 1, 2012–2013

Phase 1 Documentation for Archive Holders

Phase 1 Documentation for Archive Supporters

Registry
SPAN is working with the Center for Research Libraries to expose retention committments for material archived in our Network in the Print Archives Preservation Registry (PAPR). Titles archived by SPAN members are now visible and searchable in this registry.

SPAN Management Committee 2013/2014
Leonora Crema (University of British Columbia) - Chair
Ken Ladd (University of Saskatchewan)
Sharon Marshall (University of Alberta)
Bill Sgrazzutti (University of Regina)

SPAN Management Committee Minutes

July 9, 2013
June 6, 2013
April 19, 2013
March 6, 2013
Feb 6, 2013
Dec 5, 2012
Nov 5, 2012
Oct 3, 2012
Sept 17, 2012
Aug 30, 2012
Aug 7, 2012

COUNCIL OF PRAIRIE AND PACIFIC UNIVERSITY LIBRARIES
Shared Print Archive Network (SPAN)
http://www.coppul.ca/projects/SPAN.html

July 25, 2012
July 9, 2012

List of participating libraries:

Athabasca University
Concordia University College of Alberta
King's University College
Kwantlen Polytechnic University
MacEwan University
Mount Royal University
Simon Fraser University
Thompson Rivers University
University of Alberta
University of British Columbia
University of Calgary
University of the Fraser Valley
University of Lethbridge
University of Manitoba
University of Northern British Columbia
University of Regina
University of Saskatchewan
University of Victoria
University of Winnipeg
Vancouver Island University

Publications and Presentations about SPAN

G.Bird & S.Wong, "Consortial shared print archiving: perspectives from Canada," at Academic Librarian 3, Chinese University of Hong Kong, May 31, 2013. Abstract.

G.Bird & L.Crema, "Do We All Need to Keep That? Shared Print Archiving in COPPUL," at BC Library Conference, Richmond BC, May 10, 2013.

G.Bird & L.Crema, "COPPUL Shared Print Archive Network," to the Print Archive Network, American Library Association Midwinter Meeting, Seattle WA, Jan 25, 2013.

S.Wong, "Shared Print, Shared Knowledge". *Feliciter* **2012, 58(6): 30-32.**

G.Bird & G.Ashoughian, "All together now: planning for shared print archiving at Canada's western universities," *Collection Management* **2012, 37(3-4), p.260-270. DOI:10.1080/01462679.2012.685433**
Open access version available here.

For more information, contact:
Leonora Crema, SPAN Management Committee chair
leonora.crema@ubc.ca

or Gwen Bird, COPPUL Executive Director
execdir@coppul.ca

Shared Print Archive Network
Member Agreement April 2012

The Council of Prairie and Pacific Libraries' Shared Print Archive Network (SPAN) is a distributed retrospective print repository program. Participating libraries consolidate and validate print journal backfiles and monographs at major library storage facilities and selected campus locations. The Network and archiving program may be expanded to include prospective (i.e. current) collections in the future. Initial phases of the Network will proactively focus on journal backfiles, with a much less managed, optional process for retention and preservation of scarcely held monographs in member library collections.

Terms and Conditions
1. Participation and Governance
1.1. **Participation:** COPPUL member libraries (not including affiliate members) will be eligible to join the SPAN in its initial phase.   In future phases of expansion, affiliate members of COPPUL, other academic libraries, research libraries, and library consortia serving the Western region of Canada may also be eligible to participate.

1.2. **Term of commitment:** In order to promote stability of the Network, participants agree to join for an initial five (5) year term. The initial term will be April 1, 2012 – March 31, 2017. The agreement renews automatically for another five year term.

1.3. **Archive Holders:** Participants that commit to retain materials under the SPAN program are known as Archive Holders. Once a participating library's holdings have been analyzed through the SPAN program, the library is eligible to serve as an Archive Holder beginning in the following year.

1.4. **Archive Builders:** Participants that agree to proactively build archives by calling for, receiving, validating and ingesting holdings according to standards developed by SPAN are known as Archive Builders. Once an archive is built, the Archive Builder becomes an Archive Holder for the title.

1.5. **Archive Supporters:** Participants that support the stewardship of the scholarly record in the region but do not retain physical archives locally under the SPAN program are known as Archive Supporters.

1.6. **Management Committee:** The SPAN is a program of COPPUL. It is run by a Management Committee that oversees operation and development of the Network, works to integrate the Network with related archiving programs nationally and internationally, recommends solutions related to holdings disclosure and access/delivery, and develops and monitors a process to select titles for inclusion in the COPPUL SPAN archive. The Management Committee is composed of representatives

from four (4) libraries participating in the Network, including representation from various sizes of libraries, more than one province, various areas of expertise (e.g. Library Director, Technical Services, Collections Management, etc.), and of Archive Holders, Builders, and Supporters. The COPPUL Executive Director will provide support to the Management Committee. At least one COPPUL Director will serve on the Committee in order to liaise with the COPPUL Directors. Management Committee members are appointed by the COPPUL Board of Directors and serve for staggered two year terms.

1.7. **Administrative Host:** Administrative Hosting, such as program management, member support, and fiscal agency, will be provided by COPPUL, through the COPPUL office. The COPPUL SPAN will function as a program of COPPUL, subject to approval by the COPPUL Board of Directors.

2. Archiving
2.1. **Selection process:** Decisions about which titles will be incorporated into the COPPUL SPAN and where they will be preserved are made via a periodic Collection Model administered by the SPAN Management Committee with support from the COPPUL office. Title sets will be routinely identified and prioritized by ongoing collection analysis. Titles may also be nominated for archiving by SPAN libraries. Journals will be categorized as Low- , Moderate- , or Higher-Risk based on their availability electronically, rarity, and relevance to the region (Western Canada).

2.2. **Retention period:** Archive Holders agree to maintain SPAN archives for retention periods specific to the archive type: Low-Risk, until December 31, 2022, Moderate-Risk, until December 31, 2036, and Higher-Risk, until December 31, 2036. These dates are known as the SPAN Retention Date and represent a period of 10 or 25 years from the beginning of the SPAN program. The Management Committee will review and may modify the SPAN Retention Date every five years if agreed upon by unanimous vote within the Committee. Retention commitments survive membership in SPAN.

2.3. **Ownership:** Participants will retain ownership of the materials for which they are the Archive Holder. Materials which are relocated to an Archive Holder will become property of the Archive Holder (preferably through a gift process). Archive Holders agree not to sell, discard, donate, or otherwise relinquish ownership or control of any of the archived materials prior to the Retention Date, except to transfer materials to another COPPUL SPAN Archive Holder or with permission of the Management Committee.

2.4. **Withdrawn materials:** Libraries that withdraw their own material (books or journals) to contribute to SPAN may wish to track those items as "withdrawn in lieu of storage" for their own reporting purposes. It is possible that these copies "withdrawn in lieu" may still be counted by some organizations (ARL, CARL, etc.) as part of their extended collection – even though they will be owned by the Archive Holder, they will be subject to shared management as a result of the SPAN agreement.

2.5. **Contributing holdings:** Participants agree to use their best efforts to contribute holdings in a timely manner via physical transfer of materials from local collections to complete the archived backfile held by any Archive Holder.

2.6. **Archiving Facilities:** Archive Holders agree to maintain SPAN materials in archival locations suitable for the archive type, as established by the Management Committee. Archiving facilities are defined to include 1) campus library shelving (for lower-risk items); 2) library locations with controlled access and appropriate environmental conditions; and 3) separate high-density library storage facilities (for rare and higher-risk items).

2.7. **Original Form.** Archive Holders agree to maintain all of the archived materials in their original, artifactual form whenever possible.

2.8. **Review of Materials (Validation):** Archive Builders agree to examine all newly-archived materials according to the requirements for the level of validation specified by the Management Committee for the archive type.

2.9. **Holdings disclosure:** Archive Holders agree to take all steps reasonably necessary to cause all of the archived materials, and information about their accessibility to potential users, to be registered in union catalogs and other applicable system(s) as established by SPAN disclosure policy.

2.10. **Access to the Materials:** Archive Holders agree to make the materials available to SPAN libraries and other institutions to which the Archive Holder lends materials in accordance with the applicable Interlibrary Loan policies and procedures of the Archive Holder as follows

2.10.1. **Reproductions:** Archive Holders agree to fulfill requests for photocopies/electronic delivery of any of the archived materials.

2.10.2. **Building Use Only:** Original materials may only be provided for onsite use at the Archive Holder library or at the requesting library.

3. Financial Obligations
3.1 **Financial Support to the COPPUL SPAN Program:** SPAN members agree to provide financial support to SPAN through payments to the Administrative Host as specified in an annual budget and cost-sharing formula developed by the SPAN Management Committee and approved by the COPPUL Directors.

3.2. **Financial Support to Archive Builders:** Archive Builders receive funding from the SPAN program to help support their services as Archive Builders if approved and budgeted by SPAN.

3.3. **Absorbed Costs:** SPAN libraries agree to be responsible for all of the costs and expenses associated with maintaining the materials, contributing holdings to other Archive Holders (including transportation costs), and deselecting materials from local collections.

4. Withdrawal
4.1. **Withdrawal of a COPPUL SPAN Member:** At any time after completion of its first five years of participation, a SPAN member may withdraw by providing written notice to the Management Committee at least twelve (12) months prior to its intended withdrawal date. The SPAN member must continue to pay any required participation fees during the 12-month notice period.

4.2. **Archive Holder Withdrawal:** If an Archive Holder withdraws from the COPPUL SPAN or can no longer maintain the materials, the Archive Holder agrees to offer the materials to another Archive Holder and to transfer any accepted materials to the Archive Holder at the initial Archive Holder's expense. The Management Committee may waive this requirement if it determines that the materials no longer need to be archived.

※ **FIVE COLLEGE**
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Home » Libraries » Five College Library Depository » Depository Policies

Five College Library
Depository

Access Instructions

Affiliates

Depository Directory

Depository Policies

Map and Directions

Request Forms

Depository Policies

March, 2002; revised July, 2008; January 2013

Introduction

The Five College Librarians Council adheres to the principle that the Depository is a trusted repository and that all collections transferred to the facility are considered persistent deposits. Designating the FCLD collections as persistent is intended to give all Five College libraries and Affiliate Members the assurance that they can withdraw duplicates of deposited items from their campus collections and rely with confidence on access to the copies placed in the Depository.

The policies contained in this document have been developed and approved by the Five College Librarians Council. They provide the basis for the Five College Libraries to share an off-site periodical and book storage facility leased from and maintained by Amherst College. Items stored in the Depository by the University remain the property of the University. Items given to the Depository by the four colleges become the property of Five Colleges, Inc. Implementation of these policies is the primary responsibility of the Depository Manager, who is responsible to the Librarians Council.

1. **Governance**

1.1 The Five College Librarians Council is the governing body for the Five College Library Depository.

2. **Participation**

2.1 Full participation in the Five College Library Depository is restricted to member libraries of Five Colleges, Inc. Libraries outside the Five Colleges may apply for Affiliate Membership (see 18. below)

3. **Facility Leasing**

3.1 Five Colleges, Inc. will lease indefinitely approximately 10,000 square feet from Amherst College, the owner of the Depository facility.

3.2 Expansion of Five Colleges, Inc. Depository space will be negotiated with Amherst College at that time when the Five College Librarians Council deems such expansion necessary.

4. **Facility Maintenance**

4.1 Amherst College is responsible for the physical maintenance of the Depository facility.

4.2 The Five College Librarians will establish standards for the maintenance of the Depository and negotiate with Amherst College for the adherence to such standards.

5. **Operational Costs**

5.1 Ongoing operational costs of the Five College Depository not covered by grants or outside agencies will be borne by the five colleges and apportioned on the "11ths" formula used by the Five College Librarians Council. This formula may be changed with the consent of the Five College Board of Directors.

6. **Ownership of Deposited Material**

6.1 Five Colleges, Inc. will assume ownership of materials deposited in the Five College Library Depository by Amherst College, Hampshire College, Mount Holyoke College, and Smith College and will retain or dispose of such materials in accordance with guidelines approved by the Five College Librarians Council.

6.2 The University of Massachusetts Amherst will retain ownership of materials deposited in the Five College Library Depository.

6.3 All volumes deposited by Amherst College, Hampshire College, Mount Holyoke College, Smith College and the University of Massachusetts Amherst may be counted as being owned by each institution for the purposes of reporting statistics to national and regional organizations.

7. **Deposit of Materials in the Depository**

7.1 The Five College Library Depository will be used primarily for the storage of little- used periodicals and books owned by the Five College Libraries.

7.1.1 Requests to deposit Five College library materials other than little-used periodicals and books will be   considered, provided that the materials circulate normally and can be efficiently stored within the existing configuration of trays and shelving. Such requests will require the approval of the Five College Depository Advisory Group in consultation with the Five College Librarians Council.

7.1.2 The Five College Depository will not be used to store rare and valuable books and periodicals.

7.2 Selection of materials for deposit in the Depository will be made by each of the five libraries based on their local needs.

7.3 Materials infested by mold or in an advanced state of deterioration are not normally accepted for deposit.

7.4 No library will discard the last copy in the Five Colleges Libraries of periodicals, serials, or monographs in serviceable condition, and deemed to have intellectual/research value, but will send them to the shared depository. Serviceable condition will be defined as physically usable. Intellectual/research value will be determined by a library selector or other subject expert in the field.

8. **Return of Materials from the Depository to the Institution of Origin**

8.1 The University of Massachusetts Amherst will be able to return to its campus any materials it has deposited on either a temporary or a permanent basis.   The University agrees not to withdraw any materials returned back to them.

8.2 Materials deposited by Amherst College, Hampshire College, Mount Holyoke College, and Smith College will not be subject to be returned to the college of origin.

8.3 Please see section 19 for detail on the dissolution of the collection in the event that the facility closes.

9. **Duplicate Materials**

9.1 Each of the Five College Libraries may at its discretion retain on its campus duplicates of titles deposited in the Depository by other members of the five colleges.

9.2 The Five College Libraries agree to send only volumes not already held at the facility.

10. **On-Site Access**

10.1 The Depository collection will be available to the general public for on-site use.

11. **Hours of Operation and Services**

11.1 Depository hours will be established and adjusted to meet the reasonable needs of the Five College community.

11.1.1 The Five College Librarians Council or its designee will determine appropriate hours of service for on-site access to the collection and general operation of the Depository.

12. **Circulation**

12.1 Periodicals will not generally circulate from the depository.

12.1.1 Access to contents of periodicals will be through duplication and document delivery or on-site access.

12.1.2 Exceptions to this policy will be made at the determination of the Depository Manager and will be based on the nature of the request.

12.1.2.1 Five College Library staff may submit a request to borrow a defined run of a periodical from the Five College Depository Collection for an extended loan to meet an extraordinary curricular or research need at their campus.

12.1.2.1.1 The material loaned will be retained in a controlled-access environment such as reserves.

12.2 Books will circulate from the Depository.

12.2.1 The loan period for books will be established and adjusted to meet the reasonable needs of the Five College community and in harmony with existing Five College loan policies.

12.2.1.1 The Five College Librarians Council or its designee will determine appropriate loan periods for books.

12.2.2 Books may be circulated to Five College Libraries for reserve use.

12.2.3 Use of books in fragile condition may be restricted at the discretion of the Depository Manager or his/her designee.

12.3 Serials will circulate from the Depository.

12.3.1 The loan period for serials will be established and adjusted to meet the reasonable needs of the Five College community and in harmony with existing Five College loan policies.

12.3.1.1 The Five College Librarians Council or its designee will determine appropriate loan periods for serials.

12.3.2 Serials may be circulated to Five College Libraries for reserve use.

12.3.3 Use of serials in fragile condition may be restricted at the discretion of the Depository Manager or his/her designee.

12.4 Materials in Affiliate Collections.

12.4.1 Materials in Affiliate Collections will circulate only to Five College and Affiliate Libraries (according to the terms detailed in the Affiliate Agreement).

13. **Document Delivery**

13.1 Returnables

13.1.1 Requests for loans of returnable Depository materials will be initiated through the Five College library management system.

13.1.2 Delivery and return of returnable Depository materials will be accomplished using the existing Five College delivery service.

13.2 Non-returnable copies.

13.2.1 The process for requesting non-returnable copies of Depository materials will be established by the Depository Manager or his/her designee in consultation with the Five College Librarians Council or its designee.

13.2.2 Non-returnable copies will be delivered either in paper or electronic form or both in accordance with the Depository's technological capabilities and the needs of the user.

13.3 Delivery Time Standards.

13.3.1 The Five College Librarians Council or its designee will determine service standards for document delivery requests.

14. **Interlibrary Loan**

14.1 Requests for loans of returnable items or copies of depository materials to other than Five College libraries will be processed through standard interlibrary loan procedures and will follow the National Interlibrary Loan Code for the United States.

14.2 The Five College Librarians Council or its designee will determine any fees for interlibrary loan services.

15. **Use of Depository Materials for Reserve**

15.1 Books may circulate to Five College Libraries for reserve use.

15.2 Articles from Depository periodicals for reserve use will be duplicated and delivered to the requesting Five College reserve service.

15.3 Requests for exceptional loans of periodical issues or volumes will be negotiated between Five College library staff and the Depository manager.

16. **Lost or Damaged Materials**

16.1 If the material borrowed from the Depository if lost or damaged, the Library that initiated the borrowing request will be responsible for replacing the item and sending the replacement to the Depository.

17. **Statistics**

17.1 Statistics will be collected regularly for the purpose of reporting to federal, national, and regional organizations and for internal management purposes.

17.1.1 Statistics will be shared with the Five College Librarians Council and other Five College library staff as appropriate.

18. **Cooperation**

18.1 Libraries outside the Five Colleges may apply for Affiliate Membership.

18.1.1 Affiliates may contribute volumes to fill gaps in selected collections held at the Depository (See Appendix C)

18.1.1.1 Affiliates relinquish ownership of any volumes they send to Five Colleges, Inc.

18.1.1.2 Affiliate collections are identified with a note in the 590 field of the Holdings record in Aleph. In the event that Depository disbands, the Affiliate collection materials will automatically be sent to UMass.

18.1.2 Fees for Affiliate Members are set by the Five College Librarians Council.

18.2 At the request of the Five College Board of Directors, the Five College Librarians Council will explore ways to cooperate with other New England consortia in the development of regional or remote depositories.

19. **Dissolution of the Five College Depository**

19.1 In the event of the dissolution of the Five College Depository, materials designated as part of the Affiliate collections will automatically be sent to UMass as will any other materials contributed by UMass. The Five College Collection Management Committee will recommend to the Librarians Council an appropriate distribution of the volumes owned by Five Colleges, Inc. to Amherst, Hampshire, Mount Holyoke, and Smith Colleges. The Librarians Council will make the final decision about the distribution of volumes owned by Five Colleges, Inc.

20. **Policy Revision**

20.1 These policies may be revised by a unanimous vote of the Five College Librarians Council.

Adopted unanimously by the Five College Librarians Council, January 2013. This policy supersedes the March 2002, the May 2008 policy and the Copy of Record Agreement.

Guidelines and Criteria for Selection of Materials

Titles must be currently held by at least 2 participating libraries
- Priority should be given to titles held by multiple institutions
- Exact match for every volume of a lengthy serial runs is not necessary

When placing serial runs into the collection, priority should be given to complete or near complete serial runs.

- Choose titles with strong local holdings with long runs
- Put out a call (via email) for other participating libraries to contribute obvious gap volumes to the shared storage model. List of email contacts can be found on the JLF website.

Government Documents Received Through the Federal Depository Library Program

- Cannot be placed in JLF because the federal and state governments retain ownership and subsequently the items are not eligible for RIC designation

Accepted Formats
- Primarily codex format
- Individual serial issues accepted but each issue must be barcoded and have a unique item record created for it
- Chemically stable microfilm
- Audio/video media stored on edge (albums, tapes, DVDs)

Non-accepted Formats

- Flat large item storage (maps & pictures)
  - Eats a lot of space as must either store flat or use vertical hanging configurations with large spacing between shelves
  - Likely to undermine RIC, particularly with regard to pictures
  - The maximum tray size is 15 inches tall by 11.125 inches deep with a 17 inch shelf height. Any materials with dimensions larger than this cannot be sent to JLF.
- Fiche – weight too heavy for standard shelf specifications
- Archival boxes
  - Ephemera, such as pamphlets and clippings
  - Memorabilia and artifacts
- Materials with significant chemical deterioration that could lead to high flammability or materials needing special preservation/conservation environment, mold abatement, or pesticide treatments

TRIANGLE RESEARCH LIBRARIES NETWORK
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SEARCH TRLN

| Home | About | Collections & Services | Current Initiatives | Governance & Councils |

TRLN Collaborative Print Retention Committee

About the Committee
Chair: Cheryl Thomas, Duke
Members
Committee Charge
Memorandum of Understanding

Policies

Cataloging Procedures
Duke | NCSU | UNC
Training Materials

What is Single Copy?

Tools:
Journals by title/contributing library
View contributions in Search TRLN
Contribution forms: online | manual

Communication:
listserv and wiki

Archive:
Single Copy Task Group (2006-2008)

Next Meeting:
scheduling in process

Meetings
August 1,2013
April 29, 2013 Agenda
December 14, 2012
May 9, 2012
January 30, 2012
August 10, 2011
April 24, 2009

TRLN Staff Contact
Lisa Croucher, Program Officer

The Single Copy Operations Committee became the Collaborative Print Retention Committee in 2011, and will provide updates and reports to the Collections Council.

Charge: to coordinate the processing of titles into the TRLN Collaborative Print Retention Program--an ongoing service for TRLN libraries. Working under the direction of the TRLN Collections Council, the Retention Committee is comprised of technical and physical processing staff. The Committee coordinates the following workflow:

- Conducts inventory of contributing library's holdings for each title and reports gaps
- Updates holdings records of contributing library to indicate commitment to Collaborative Print Retention
- Determines if and which partner libraries can fill gaps and indicates on holdings inventory--updates holdings records to indicate commitment to Collaborative Print Retention
- Processes volumes by updating bib and item records according to campus procedures
- Moves volumes to new location (if appropriate)
- Reports completed titles and new holdings locations

Members:

Angela Bardeen, UNC	Karen Grigg, Duke MCL
Kurt Blythe, UNC	Linda McCormick, Duke Ford
Sean Chen, Duke Law	Terri Saye, UNC Law
Linda Chilian, NCCU Law	Bob Sotak, NCSU
Emma Cryer, Duke MCL	Cheryl Thomas *(Chair)*, Duke
Christie Degener, UNC HSL	Staff to the Committee: Lisa Croucher

Triangle Research Libraries Network CB#3940 Wilson Library, Suite 712 Chapel Hill, NC 27514-8890
Phone: (919) 962-8022 Fax: (919) 962-4452

comments to: patti.pittman@unc.edu
last modified: August 20, 2013

UNIVERSITY OF WATERLOO (TRI-UNIVERSITY GROUP OF LIBRARIES ANNEX)
Policy for Relocating and Withdrawing Library Materials
http://www.lib.uwaterloo.ca/staff/irmc/withdraw.html

UNIVERSITY OF **WATERLOO**

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  Online Reference Shelf
  Outreach
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  UW Committee / Councils
  TUG Committees
Library Info
News
Tools

Information Resources Management Committee

Policy for Relocating and Withdrawing Library Materials

In its role as a recognized major research library*, the Library acquires, organizes, makes available, and preserves materials which support the University's teaching, learning and research needs. While such material is increasingly available in electronic format, this expanded access to virtual collections has not supplanted the need for retrospective and current collections in hard copy. To ensure adequate space for existing and evolving resources and services, the Library routinely relocates specified categories of material to an off-site facility. In addition, when necessary and appropriate, the Library withdraws specified categories of material from the collection.

The off-site facility, known as the Annex, is jointly owned and operated by the TriUniversity Group of Libraries (TUG). Material located in the Annex is included in TRELLIS and may be retrieved and sent to any of the TUG libraries within 24 hours, during the work week. Users typically choose to have required items sent to one of the libraries for pick up but may arrange to use material at the Annex, if they prefer. Items located in the Annex may be returned to the on-site stacks when a collections librarian decides that this is appropriate.

The Library may withdraw material no longer deemed necessary for the collection. Withdrawn material may be offered to the Federation of Students' used bookstore and other agencies. If no agency is interested in accepting withdrawn material, paper is recycled and microform is discarded.

The following categories of library materials may be considered for relocation or withdrawal:

- Duplicate copies (including copies duplicated by an electronic format)
- Superseded editions
- Material which no longer supports teaching, learning and research at the University
- Low-use material
- Material in poor physical condition

Relocating Material to the Annex

Material is relocated to the Annex at the discretion of appropriate collections librarians, in consultation with Faculty Library Representatives as appropriate.

Librarians do the following when relocating material to the Annex:

1. Establish specific criteria for selection of material to be relocated to the Annex (a librarian may choose to consult with the appropriate Faculty Library Representative when determining criteria). When material is to be relocated from several areas of the collection, several librarians may work together to establish criteria.

2. Identify specific titles or volumes to be relocated.

3. At their discretion, invite other librarians and/or faculty members to review the items identified for relocation to determine whether some should remain in the open stacks.

4. Consult with appropriate User Services and Cataloguing managers on matters related to the work required to relocate designated items to the Annex.

Withdrawing Material from the Collection

In some cases it is appropriate to withdraw material. Withdrawal of duplicate copies is viewed as "housekeeping" and may be done at the discretion of the collections librarian responsible for the copies in question. Decisions to withdraw the only copy of an item

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Under Development

in the collection must be made by the collections librarian in consultation with others.

Librarians do the following when withdrawing material from the collection:

1. Establish specific criteria for selection of material to be withdrawn (a librarian may choose to consult with the appropriate Faculty Library Representative when determining criteria). When material is to be withdrawn from several areas of the collection, several librarians may work together to establish criteria.

2. Identify specific items as candidates for possible withdrawal and obtain a report documenting those items.

3. Ensure that appropriate faculty members and other librarians have an opportunity to review the material to identify items that should remain in the collection.

4. Consult with appropriate User Services and Cataloguing managers on matters related to the work required to withdraw the final selections from the collection.

January 2004

* The University of Waterloo Library is a member of the Canadian Association of Research Libraries (CARL), the Ontario Council of University Libraries (OCUL) and is one of 14 Canadian members of the Association of Research Libraries (ARL) based in Washington D.C. and participates in a number of consortial projects including the Canadian National Site Licensing Project (CNSLP).

Information Resources Management Committee
LibIRMC@library.uwaterloo.ca.
May 6, 2008

University of Waterloo Library
200 University Avenue West
Waterloo, Ontario, Canada N2L 3G1
519 888 4883

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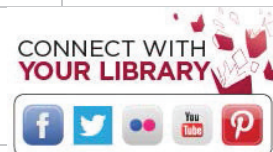
Last Copy Agreements

Last Copy Procedures: Information for NEOS Library Staff
February 2006
(updated June 2010 for the AGL Consolidation Project)

If your library is considering discarding an item which is the last copy of a title in the consortium, you may offer the item to the University of Alberta Libraries as a donation, following their normal book donation process. This would normally happen if the item would be discarded under your regular policies but you believe it would still be valuable to the consortium.

Please note that the University of Alberta may not necessarily accept the item. A print copy (book or journal) will be considered for retention even if the UofA has electronic access. If you wish to have the option of retaining the item should it not be accepted, please make sure this is communicated during the donation process. Once donated, the item is held by the University of Alberta, rather than the donating library.

Donated materials should be shadowed in the library database by changing the location to IN_PROCESS so they do not appear in the public catalogue. Do not mark items as discarded as the records would be deleted when the discard report is run each month.

For the special project of weeding for the AGL consolidation, call Sharon if you are donating serials. Put serials in special boxes.

Please contact Sharon Marshall, sharon.marshall@ualberta.ca, Tel: (780) 492-8251, in advance of making the donation.
Additional guidelines (9 July 2010)
Please do NOT send any of the following even if they are the last copy in the NEOS database:
- Books in bad condition
- Photocopies
- Business administration / personnel administration / inspirational management texts
- Computer manuals
- "Dummies" or "Complete idiot" books
- Draft reports
- Non-Canadian government documents and non-official reports
- Superceded monographs where there are records for later editions in the catalogue
- Ephemeral literature for the layman
- Discussion / working papers from various university departments
- Documents locally printed from the internet
- Journal off-prints
- UofA theses (we have them all, some are not catalogued)
- Agdex (AGL NCC sends them all to us)

Other reminders:
- All items should be changed in WorkFlows to location IN_PROCESS
- Separate monographs and serials
- Send uncatalogued items separately addressed to UofA Free & Gift

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Thunder Bay Last Copy Agreement

At the Fall 2008 OCUL meeting at Lakehead University, directors agreed on a strategy to address the challenges of maintaining low-use and last copy print materials. It was agreed that the preservation of a last copy, regardless of format, is an important general principle for OCUL, and that immediate action is required to ensure long-term retention.

In the short term, directors agreed to focus attention on the coordinated retention and collaborative storage of print journals by OCUL members to address immediate short-term space needs. It was also agreed that a distributed model is desirable, thus making retention and collaborative storage shared responsibilities. Local decision-making and simple procedures are essential to ensure a successful outcome for the coordinated retention of printed journals by OCUL members.

Over the longer term, OCUL will explore opportunities for collaboration with other regional and national organizations.

Adopted by the OCUL Board of Directors on April 30, 2009

News

Ask a Librarian reopens with new partner - McMaster

Back to School with Scholars Portal Webinar, Aug 28

Nipissing University featured in Guardian's 'Library futures' series

Jenny Marvin presented with OCUL Award

McMaster University appoints Vivian Lewis as University Librarian Read the **news release**

OCUL-PKP webinar - Librarian, Publisher Part 2, July 31

More

Directors I **Admin Login**

Comments and questions: ocul@ocul.on.ca

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Information Resources Management Committee

University of Waterloo Library
MEMORANDUM

TO: Deans Council
Dennis Huber
(Please share and distribute this information where appropriate within your faculties and departments.)

FROM: Mark Haslett
University Librarian

CC: Library Managers
Liaison librarians

DATE: January 22, 2007

SUBJECT: Preservation of Last Copy Agreement

I am pleased to let you know about an agreement among the TriUniversity Group of Libraries (TUG, a consortium of Guelph, Wilfrid Laurier and Waterloo) to preserve access to an extensive collection of material, in spite of growing pressure for space to house such material.

As the University of Waterloo grew, so did its library collection. Space available on campus for the collection did not, however, increase proportionately and as far back as 1976 we began to house lesser used items in a building owned by the University on Phillip Street. When we needed to vacate that space in 1996, we entered into an agreement with the University of Guelph and Wilfrid Laurier University to purchase a building to house low-use material from all three universities. We transferred our Phillip Street collection to the new building, known as the Annex and located in Guelph, and we routinely send lower used items to this building to create space in the campus libraries for new material.

Despite the significant shift from print to electronic journals, the print collection continues to grow. As we make space for this growing collection by transferring more and more material to the Annex, we are quickly running out of space in the Annex. To make the most effective use of space in the Annex, we have entered into a Preservation of Last Copy Agreement with Guelph and Laurier that includes three basic changes to current practice:

- In general, if there are two or more copies of any item in the Annex, only one copy will be retained.
- In general, none of the TUG libraries will send anything to the Annex if there is already a copy in the Annex, or if there is a copy elsewhere in any of the TUG collections.
- If any of the TUG libraries have serials in the Annex for which that library also has negotiated perpetual access to an electronic version, the print copy will be removed.

These changes in practice mean that the Annex will now be used to house only the last copy of an item owned by any of the TUG libraries. To enable access to material in the Annex, we will continue the current practice of lending to anyone registered with any of the TUG libraries. In addition, material may be consulted at the Annex or any of the campus libraries by any researcher. Material will also be available for interlibrary loan, document delivery and reserves.

While we are acquiring an ever increasing number of electronic information resources, print collections remain important, will continue to grow, and will continue to require space. In addition, demand on the Library as a place for students to work and study continues to grow with the result that the Library is facing serious challenges related to

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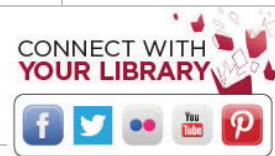Keeping Current
Ebooks
Under Development

space. Through the Preservation of Last Copy Agreement we will gain a modest amount of space for collections as we continue to investigate other and more significant solutions.

If you are interested in the text of the Agreement you will find a copy at http://www.lib.uwaterloo.ca/staff/irmc/ last_copy_agreement_sept06.html. If you would like further information, please contact Susan Routliffe, Associate University Librarian, Information Resources and Services (sroutlif@uwaterloo.ca; ext. 3-3312).

Information Resources Management Committee
LibIRMC@library.uwaterloo.ca.
June 19, 2007

University of Waterloo Library
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Waterloo, Ontario, Canada N2L 3G1
519 888 4883

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Wish List
Liaison Tools
Keeping Current
Ebooks
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Information Resources Management Committee

**Tri-University Group of Libraries
Preservation of Last Copy Agreement**

**May 2006
Appendix A added in June 2006
Appendix B added in November 2007**

Background

In 1996, the Tri-University Group of Libraries (TUG) purchased a building to house low-use items from the collections of each of the Group's members: the University of Guelph, the University of Waterloo, and Wilfrid Laurier University. Prior to opening the building, known as the Annex, Guelph and Waterloo each had their own buildings for low-use material. Collections in these buildings were transferred to the Annex when it opened. Since then, all three libraries have regularly transferred low-use material to the Annex.

The understanding has been that each library may send material to the Annex without concern for what is already there and owned by one of the other libraries. While the building is jointly owned and operated, the items housed in it continue to be owned by the originating library. In addition, through past practice, each library has sometimes sent multiple copies of the same item from its own collection, or has sent a copy to the Annex while retaining one or more copies in its campus collection. Because of these practices, there is appreciable duplication of material in the Annex.

Items selected for transfer to the Annex are low-use, and once in the Annex they typically continue to be low-use. Indeed, at least 80% of items in the Annex have never been requested. (Anyone registered with any of the TUG libraries may ask to have items sent to his/her library of choice to consult or borrow. In addition, people may go directly to the Annex to consult or borrow material. And items in the Annex are available for interlibrary loan, document delivery, and reserves in the same way as other material owned by the three libraries.)

When the Annex opened, we estimated that it would reach capacity in about 12-15 years. This estimate was based on the estimated number of items to be transferred from each library annually. The estimated number was based an a variety of factors such as the number of items that Guelph and Waterloo had transferred to their low-use buildings in previous years, the number of newly acquired items added to campus library collections each year, and the amount of shelving space available in those campus libraries. The Annex has, however, been filling up more quickly than originally estimated because of the need to find space in our campus libraries not only for growing print collections but also for new and changing services. Transferring low-use material to the Annex has helped create the space needed to keep our libraries dynamic and relevant.

In 2004, we reviewed our estimates and concluded that the Annex would likely reach capacity within 3 to 4 years. With this revised estimate, we began to consider options for additional space when the Annex reaches capacity. While these investigations continue and decisions have yet to be made, one thing has become very clear: no matter what we chose to do to gain space for housing low-use collections, it will be very costly -- in the millions of dollars.

Given the growing and competing demands for funding available for higher education, we must act as responsibly as possible to avoid unnecessary costs. To this end we will reduce the amount of space needed for low-use collections by changing practices associated with housing material in the Annex.

Because there is relatively little demand for items in the Annex, we believe that one copy of any given item can readily meet current and future needs. To balance the needs of current and future users with the financial resources available for space, we will begin to use the Annex, and any future space available for low-use material, as a "last copy" repository. As a general rule, the Annex will only house items not available elsewhere in the TUG libraries and only if they are deemed necessary to support

teaching, learning and research at any of the three universities.

Agreement

This Agreement is intended to provide a framework to guide decision making while recognizing that exceptions may be appropriate. For example, the Agreement does not apply to Special Collections and there may be a need to make exceptions for reference materials. The parties to the Agreement will work with each other in good faith to determine a course of action when potential exceptions – either individual titles or classes of material -- are identified.

For the purposes of clarity, two or more copies of an item should be considered identical (and therefore candidates for disposal) if: a) the copies in question are the same year, edition and format; or b) if, in the opinion of representatives of the owning libraries, the copies in question are equivalent or near equivalent in content and disposal of one copy would not result in any appreciable loss of information.

To contain the space needed for low-use material, TUG agrees to work towards retaining no more than one copy of any item in the Annex by:

1. Identifying items in the Annex for which there is also at least one copy in any of the campus libraries and discarding the Annex copy.

2. Identifying multiple copies of items in the Annex and discarding all but one copy (all copies to be discarded if a copy is also held in any of the campus libraries).

3. Identifying and discarding serials in the Annex for which the owning library is confident that it will have perpetual electronic access (*for further details and definitions, see Appendix B Electronic and Paper Journals*). Because we have relatively little experience with electronic books, electronic copies of books will not be viewed as duplicates pending further review and analysis.

TUG also agrees that in future each library may send to the Annex only items for which there is not already a copy in the Annex or anywhere else in the TUG libraries (electronic books need not be taken into consideration at this time).

To put it another way: the Annex is to be used to house only the last copy of an item owned by any of the TUG libraries.

TUG also agrees that the last copy retained continues to be owned by the originating library and that it may be borrowed by anyone registered with any of the TUG libraries. In addition, the copy may be consulted at the Annex or any of the campus libraries by anyone regardless of registration with one of the libraries. The copy is also available for usual practices related to services such as interlibrary loan, document delivery, and reserves.

Should the copy go missing, the owning library will follow its usual practices to decide whether to replace it. Should the owning library decide not to replace it and one of the other libraries determines that it needs a copy, that library may purchase a copy at its expense and decide whether the copy will reside in a campus library or the Annex.

TUG also agrees that none of the libraries will discard an item that is the last copy within TUG before consulting with the other libraries to ensure that none of them want to the item retained. If one of the libraries wants the copy, it may be transferred to that library or to the Annex.

Note: While this agreement focuses on the preservation of last copies, it also recognizes that there may be items in the Annex that are no longer needed to support teaching, learning or research at any of the TUG institutions and that are not likely to be needed in future. In such cases, all copies may be discarded.

<u>**Appendix A**</u>
<u>**Exceptions**</u>

The Agreement recognizes that exceptions may be necessary and appropriate. As exceptions are identified and agreed upon, they will be listed in Appendix A along with a brief explanation of the reason for the exception.

1. Because of their unique nature and value to each library "special collections" owned by any of the TUG libraries are not included. (added May 2006)

2. Government publications received through the Government of Canada's

Depository Services Program: because each of the TUG libraries is a depository library, and because participation in the Program requires compliance with conditions related to retaining material, duplicate copies of items received on deposit may be located in the Annex. This exception may eventually be eliminated, pending discussions with representatives of the Program about the possibility of retaining only one shared copy. As full depository libraries, Guelph and Waterloo are expected to retain material indefinitely; as a selective depository; Wilfrid Laurier may withdraw anything older than 5 years. (added June 06)

3. Items damaged beyond repair: in the usual course of business at each of the libraries, when a book is damaged beyond repair a decision is made to either attempt to replace it or to discard it. If the owning library does not need to replace a damaged book, it may be discarded without consultation with the other libraries even if it is the last copy within TUG. (added August 06)

4. Collections owned by libraries of institutions affiliated with the University of Guelph, the University of Waterloo, and Wilfrid Laurier University are included in TUG's joint catalogue, TRELLIS, but may be excluded from this agreement. Similarly, collections owned by various campus departments and included in TRELLIS may also be excluded. Regardless of where the items may have originally been located, when they are transferred to the Annex they are considered to be owned by the University of Guelph, the University of Waterloo, or Wilfrid Laurier University, and are therefore subject to this agreement**.** (added June 07)

Collections belonging to the following institutions and departments are excluded: (added October 06, unless otherwise noted)

Affiliated with the University of Guelph

- Alfred College (added March 07)
- Guelph Career Centre
- Guelph OPIRG
- Guelph Teaching Support Resource Centre
- Guelph/Humber Collection – at Humber College
- Kemptville College (added March 07)
- Ridgetown College (added March 07)

Affiliated with the University of Waterloo

- UW Career Services
- Conrad Grebel University College
- UW Games Museum
- UW Herbarium
- Renison College
- St. Jerome's University
- UW TRACE Office

Affiliated with Wilfrid Laurier University

- WLU Brantford Education
- WLU Educational Development Office
- WLU Career Service
- WLU Geography Resource Centre
- Laurier Centre for Military Strategic and Disarmament Studies
- WLU Music Ensemble
- WLU Student Health Development Centre
- Waterloo Lutheran Seminary
- WLU Women's Centre

5. Materials in media formats are excluded from the agreement, due to concerns about licensing issues, changes in technology, differences in the way media formats are managed at each institution, and the impracticality of applying criteria for print materials to media. Media formats excluded from this agreement include, but are not limited to, videotapes, DVDs, CDs, audio tapes, phonodiscs, filmstrips, films and slides. (added June 07)

6. Maps are excluded for the purposes of this agreement. (added June 07)

Appendix B

Electronic and Paper Journals

A) Definition of Secure Archival and Perpetual Access for Electronic Journals

For the purposes of this agreement, the following definition of secure perpetual access for electronic journals shall be used. An electronic copy of a journal may be deemed to be the preservation copy where the first three criteria below are met:

1. Where there is local loading and archiving of all volumes/issues on the Ontario Scholars Portal.

2. Where the content of the electronic copies of each individual journal does not materially differ from the printed editions. For greater clarity, the following features shall be used when comparing editions:

    a. Electronic edition shall have the identical numeric arrangement (volume and issue) and table of contents as the printed edition;
    b. Electronic edition shall have the same article content as the printed edition, including article title, abstract, author and other bibliographical content, all editorials and references/works cited lists;
    c. Front matter (such as subscription information) and advertisements shall not normally be considered.

3. Where there is a signed formal license agreement with the Publisher guaranteeing perpetual access to all pertinent content on the publisher's server (redundant perpetual access).

    While not required, a fourth criterion may be considered by TUG Libraries to determine whether an individual electronic journal meets the standard of a 'preservation copy'.

4. Ideally, where there is an 'escrow' clause in the license agreement that requires the publisher to provide copies of all electronic volumes/issues directly to the library if requested.

B) Weeding of Paper Copies of Journals Where Secure Perpetual Electronic Copy Exists

1. Where the criteria in A) above are met for all three libraries, the TUG Libraries may weed all paper copies from their collections. The electronic copies located on the Ontario Scholars Portal shall be deemed to be the TUG Last Copy.

2. In addition, where there does exist a secure electronic copy for a particular journal for all three libraries, no new equivalent print copies of the journal may be relocated to the Annex. As with above, the electronic copy located on the Ontario Scholars Portal shall be deemed to be the TUG Last Copy.

C) Application of TUG Last Copy Agreement to Paper Serials Where No Secure Perpetual Electronic Copy Exists

1. Where the criteria in A) above are not met for one or more of the TUG Libraries, new unique print volumes and/or issues of a journal may continue to be located in the Annex by the library that does not possess secure and perpetual electronic access.

2. Where more than one TUG library does not have secure perpetual electronic access to a given journal title, the libraries concerned shall jointly determine which institution's holdings shall be placed in the Annex.

Information Resources Management Committee
LibIRMC@library.uwaterloo.ca.
November 4, 2009

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- Giving to the Libraries

The collections of Albany's University Libraries exceed 2 million cataloged volumes. The University Library contains nearly 1.2 million of those volumes. The Dewey Graduate Library contains about 125,000 volumes. The new Science Library contains approximately 400,000 volumes. To house selected collections, the Libraries have developed an on-campus library storage facility for lesser-used items from the collections. The Library Storage Facility is located under the extension wings of the Campus Center and is accessed through the lower level of the Science Library. This facility provides approximately 50,000 nsf of space and 80,000 linear feet of compact shelving to take care of library storage needs for some time to come.

Items from the University Libraries' collections housed in the Library Storage Facility can be paged and made available to users upon request. Requests may be made electronically on forms available through our ILLiad service (https://illiad.albany.edu/) or at the Circulation Desk of the Science Library. Paging of materials from the facility will be done throughout the day by Science Library staff, with a turnaround time of one hour or less.

Requested materials can be delivered to the user in several ways. Circulating materials may be sent for pick-up in either the University or Dewey Libraries or held for pick-up at the Science Library Circulation Desk. Materials that do not usually circulate (e.g., periodicals) will be sent to the holding library only. These materials may also be held for on-site use only in the Science Library. Interlibrary deliveries are made by an intercampus delivery service that is available only Monday through Friday (exclusive of holidays). Interlibrary delivery generally takes 24 to 48 hours. Some restrictions may apply to the total number of volumes that may be sent via the courier in any one shipment.

Photos by Rachel Solomon
Created by Kun Lin

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Home » Library Services » Requesting Materials

Requesting Materials

Owned by ASU Libraries	Not owned by ASU Libraries
Request Books • **ASU Faculty, Students & Staff:** Request Online through the catalog • **Community Borrowers:** Renew Materials | Request Materials • **Length of time requests Held:** 7 days • More Info about Requesting Books ▼ **Distance Education Book Request** **Biomedical Informatics Department Book Request** **Request Videos DVD Info** • **ASU Faculty, Students & Staff:** Request selected videos online through the catalog or use the Media Booking service • **Community Borrowers:** Renew/Request Materials Form • **Length of time requests Held:** 3 Days • For the video loan policy, contact the owning library • More info about Requesting Videos DVD ▼ **Request Journal articles/book chapters Info** • ASU Faculty, Students, & Staff may request article/chapter scans of ASU owned materials through the Document Delivery Service • Request article/chapter scans using the ILLiad form.	Interlibrary Loan Info ILLiad form for making requests Law ILL

Books owned by ASU Libraries

Items with shelf status

- The ASU Libraries provide a book pull servicefrom eligible collections for current ASU affiliates.
- The service is available Monday through Friday.
- Placing a hold does not prevent another patronfrom retrieving the item and checking it out.
- The majorityof items are available for pickup at the Circulation Desk within 3 workingdays.
- Tempe campus students are limited to five perday from collections located on the Tempe campus.
- Excluded collections: journals,non-circulating material, media material (e.g. videos), and reserve items.
- This service is not available to CommunityBorrowers.

Items that are checked out

- Most items from the general stacks collection with a status of "Due mm/dd/yyyy" may be recalled.
- An item recalled from the current borrower could take up to 15 days to receive.
- Not all checked out items qualify for recall.
- For the complete recall policy, see Recall Policy information.

Items located in the High Density Collection:

- Use the 'request' button to have items delivered to a campus library for pickup and use. An email will be generated when the item is ready for pickup.
- For items without a 'request' button available, use ILLiad to have volumes delivered to a campus library for pickup and use.
- Non-ASU affiliates may use the online request page OR phone (480) 965-3605 for assistance.
- For articles or book chapters, ASU affiliates should place requests through ILLiad for desktop document delivery

Videos/DVDs owned by ASU Libraries

Videos eligible for requesting

- Videos currently checked out
- Videos with a "SHELF" status on a different campus (Downtown, Polytechnic, Tempe, West) than the requested campus for pickup.
- ASU faculty, students and staff who need a video or DVD on a specific date in the future should use Media Booking.

Restrictions on video requests

- Videos with a "SHELF" status at the Tempe campus location for pickup at the Tempe campus may not be requested online.
- Media Bookings will take precedence over other requests and may delay fulfilling requests made online.

How to request materials owned by ASU Libraries:

- Enter the Online Catalog and conduct your search: http://library.lib.asu.edu/.
- Click on the entry you wish to request.
- Find and display the complete record for the title.
- Click the [Request] button which is displayed at the top and bottom of your screen.
- Choose a library pick-up location from the drop-down menu and click the [Submit] button.
- If there are multiple entries for a single title, mark the one you want and click "REQUEST SELECTED ITEM".
  - The message "Your request for [TITLE] was successful." verifies that your request was sent.
- The book you request will be pulled from the shelf and taken to the Circulation Desk of the Library you selected.

Note: The [Request] button will not display if the item cannot currently be requested. Check with the Circulation Desk for additional information on these items.

How will I be notified?

- By e-mail if your library record includes your e-mail address.
- By campus mail if your library record does not include your e-mail address and you work for ASU.
- By US mail if you library record does not include your e-mail address and you do not work for ASU.
- Online: Track status of requested item. Items that have arrived will have a status of "Ready. Must pickup by mm/dd/yyyy".
- Items that are not picked up by the date noted are returned to the shelves of the owning library.

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How to Request Materials from PASCAL

How to Request an Electronic Copy of a Journal Article from PASCAL
How to Request an ERIC document
How to Request a Book, Bound Journal, Microfilm, Video, Map, etc from PASCAL
How to Request Special Collections materials in PASCAL
How to Request Microfiche
How to Make Special Requests (large numbers of items for browsing purposes, etc)
PASCAL Bay 2 Photographs
Scheduling a visit to PASCAL

How to Request an Electronic Copy of a Journal Article from PASCAL

Enter the Interlibrary Loan ILLiad system and click the "ELECTRONICALLY DELIVERED ARTICLE" button.

Note: Pascal article delivery is restricted to CU faculty, staff, and students.

How to Request an ERIC document

Fill out the Online Request Form. You will be contacted by staff from the Access Services Department. ERIC documents may only be checked out for use within Norlin Library.

How to Request a Book, Bound Journal, Microfilm, Video, Map, etc from PASCAL

Materials housed at the PASCAL storage facility display with that location in the Chinook catalog. Example:

| **Chinook Classic** | **Chinook Encore** |

You may place a request in one of three ways:

1. Once you have found a PASCAL item in the Chinook catalog, click the REQUEST IT! button at the top of the page. If there is only one volume you will be asked for your IdentiKey and password (or name, ID, and PIN code).

If there is more than one volume, you will be asked to authenticate, then a screen listing the multiple volumes will appear. Select the radio button for the volume desired. Unfortunately only one volume may be requested at a time. However, if you are logged into My Chinook you do not have to reauthenticate for each request. Multiple volumes may also be requested by contacting Circulation staff at 492-7477 or norcirc@colorado.edu.

If you are successful in placing the hold a confirmation message will appear.

If you are unsuccessful, you will be asked to contact a librarian and should try one of the following two request methods:

2. Email the Access Services Department at norcirc@colorado.edu. Please include your name and ID number, and call number information (including specific volume information, if applicable) for the item you want to request.

3. Call the Access Services Department at 303-492-7477 and place your request over the phone.

Requests from PASCAL are usually delivered the next business day, and come to the main library circulation desk at Norlin. You should receive an email advising you that the material has arrived. You can also check to see if you have any items on the "hold shelf" by checking your own library account (My Chinook). PASCAL

requests are kept on our hold shelf for 10 days. If the material hasn't been picked up in ten days, it is returned to the storage facility.

Materials from PASCAL generally follow the same checkout rules as materials housed in libraries on campus. If you can check out a book from Norlin for 28 days, a PASCAL book will also check out to you for 28 days. Bound journals circulate for 7 days to most patrons.

How to Request Special Collections materials in PASCAL

Special Collections materials in PASCAL are requestable through the Chinook catalog, as described above. However, these materials may only be used in the Special Collections department under staff supervision. You will be contacted by staff from Special Collections to make an appointment.

How to Request Microfiche

Microfiche housed at PASCAL may be requested directly in Chinook, the online catalog. When you find an item you would like to order, simply click the REQUEST IT! Button and the fiche will be delivered to the main Circulation desk in Norlin the next business day. You should receive an email letting you know that the fiche has arrived.

Example record: http://libraries.colorado.edu/record=b3651508

If there is no **REQUEST IT!** button, look for a link to a Microfiche Request From displayed in the record.

Example record: http://libraries.colorado.edu/record=b1055687

Again, the fiche will be delivered to the main Circulation desk in Norlin the next Business day. You should receive an email letting you know that > the fiche has arrived.

How to Make Special Requests (large numbers of items for browsing purposes, etc)

Please contact the Head of Access Services, or the Manager for Circulation and Media Services, at 303-492-7477 to make arrangements for any special PASCAL access needs you may have.

PASCAL Bay 2 Photographs
Michael Kelty, Photographer

1. Overhead view looking toward exit
2. Overhead view looking down
3. Ground view showing workman and equipment

Scheduling a visit to PASCAL

If you would like to visit the University of Colorado's off-site storage facility at PASCAL, please call the PASCAL Manager at 303-724-1114 or 1115 to schedule a time. There is a reading room available at PASCAL and materials may be checked out directly from PASCAL, if you have your UCB identification card. Please note, however, that materials stored at PASCAL cannot be browsed as they are stored by size, not subject classification.

DUKE UNIVERSITY
Request Materials from Library Service Center
http://library.duke.edu/about/depts/lsc/request/

Rubenstein Library Requests

Some materials held by the David M. Rubenstein Rare Book & Manuscript Library are located in the Library Service Center. These materials must be requested through the Rubenstein Library online request system. Select the box or volume you wish to request. If you want to request multiple items, you must request each one individually. They will be retrieved from the Library Service Center and delivered to the Rubenstein Library for use at that location.

University Archives Requests

Materials in the University Archives that are located in the Library Service Center are requested by the same process as for Rubenstein Library items.

Guests

If you do not have a NetID or Duke Library card, please use the Guest Request Form. You may not check out materials, but you may use them at the LSC or in one of the campus libraries.

Alumni Portal | Divinity School Library | Ford Library | Goodson Law Library | Library Service Center | Lilly Library | Marine Lab Library | Medical Center Library | Mobile | Music Library | Perkins/Bostock Library | Rubenstein Library | The Link

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Request Forms

■ **Five College Depository
  Article Request**

■ Five College Depository
  Book Request

Five College Depository Article Request

USE THIS FORM *ONLY* TO GET ARTICLES FROM *JOURNALS LOCATED IN THE FIVE COLLEGE LIBRARY DEPOSITORY*, AN OFF-SITE STORAGE FACILITY FOR LIBRARY MATERIALS

- Please note that certain fields below must be completed in order to submit this form.
- Please submit a separate form (complete this page again) for each item requested. To save repetitive information after "submitting," use your browser back button.
- If you need assistance with this request, please contact a Reference Librarian at your home library: Amherst College, Hampshire College, Mount Holyoke College, Smith College, or UMass/Amherst.
- Requested articles will be sent as an email or photocopy to the address you specify.
- For more information on access and procedures, visit the Depository web page.

Requester's Name *
[   ]

Affiliation *
[Amherst   ▼]

Email *
[   ]

Barcode *
[   ]
15-digit number on ID/library card

Address *
[   ]
Campus, or local if not on campus.

Phone *
[   ]
Full phone number, including area code, as in 413-000-000

Article Information:

Article Title *
[   ]
If you need to borrow the whole volume please make note of this here. It will be sent to your home library for use in the library only.

Periodical Title *
[   ]

Article Author
[   ]

Date, Volume and Issue *
[   ]

Pages
[   ]

Depository Call Number
[   ]
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[Submit]

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University of Georgia Libraries

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home >> access services >> services >> repository request

Repository Requests

Due to space considerations, portions of the Libraries' collections have been moved to another building, the Libraries' Repository, for storage. GIL, the Libraries' online catalog, will indicate when an item is in the Repository.

Book or journal retrieval from the Repository can be requested at the Main Library, Science Library, or Curriculum Materials Library circulation desks, or by filling out a Repository Request Form online in the GIL@UGA Catalog. **Once you find the item in GIL, click on 'Use our Material Request Form' (in GIL Classic) or 'Request Repository Material' (in GIL-Find) to submit a repository request.** Any person can request a book from the Repository, regardless of their affiliation with the University.

Patrons will be notified when an item from the Repository is available to check out. To ensure prompt notification, an email address is required. If no email address is available, please enter a phone number in the email field on the request form.

To contact us regarding a Repository request, please call the Main Library at 706-542-3256 or the Science Library at 706-542-4535, or email us at maincirc@uga.edu or science@uga.edu.

Access Services

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- repository request

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Shelving

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http://www.libs.uga.edu/access_services/services/reporequest.html

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REMOTE STORAGE MATERIALS REQUEST

With this form you can request an individual volume or range of volumes from our Remote Storage Facility. **The user will be notified via email** (from circrep@library.gatech.edu) **when the item is available at either the Library Services Desk or in the Architecture Library.**

NOTE: Current Georgia Tech Students, Faculty, or Staff members, should request specific articles via Interlibrary Loan.

* *is required*

*First Name:	_____
*Last Name:	_____
*Email Address:	_____
*Journal Title:	_____
*Journal Call Number:	_____
*Date(s):	_____
*Volume(s):	_____
Page Number(s):	_____ Including the page number(s) helps insure that we pull the correct volume and is not necessary for multi-volume requests.
Pickup Point:	Main Library
Notes:	[ ]
StatusStamp:	2013-10-03

Submit

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GT Library :: 704 Cherry Street :: Atlanta, GA 30332-0900 :: phone: (404) 894-4500 or 1-888-225-7804

INDIANA UNIVERSITY

Libraries | IUCAT
Indiana University's Online Library Catalog

Try the NEW IUCAT at http://iucat.iu.edu. This older version will be available at http://classic.iucat.iu.edu through the 2013-14 academic year.

Bloomington Auxiliary Library Facility (B-ALF) Retrieval Request

1. Choose login method:

You must log in to request an item from the ALF. Indiana University students, faculty and staff should use their network ID. Indiana residents and others who have borrower's cards should use their barcode from the borrower's card. More Information

◉ Login using network id (**All campuses except Fort Wayne**)

○ Login using network id (**Fort Wayne campus**)

○ Login using library barcode

○ I am not affiliated with Indiana University and I do not have a borrower's card.

2. Choose pickup library:

Select the library at which you would like to receive your item (some items may have restrictions on where they may be delivered):

Pick up at: [-- Choose a Pickup Library --- ▼]

Choosing a pickup location NOTE: Materials to be delivered to libraries outside Bloomington will take 4-7 days to arrive. If you choose a Bloomington library that is closed, the item will be delivered to that library the next time it is open.

[submit]

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Storage Retrieval Services

Because the University of Kentucky Libraries' has outgrown the space available in its campus libraries, the library system utilizes space in two storage facilities, one located on the Lexington campus and the other located off campus. Lesser-used monographs, older journal collections, some materials managed by the University Archives & Records Program, and some materials held by the Libraries' Special Collections are among the materials housed in Storage.

Storage materials will be retrieved and delivered at no cost to the user.

Format Availability

Some print materials that are held in Storage may also be directly available in electronic format. Check the Libraries' E-Journals Database for information on electronic availability before submitting a request for Storage retrieval. Print materials that are directly available in electronic format will be retrieved only upon special request.

Articles contained in print journals in Storage will generally be scanned and delivered to the user electronically.

Chapters from books and conference papers may be scanned and delivered electronically upon request. Certain conditions may apply.

How to Request Items Held in Storage

Requests for library materials housed in Storage are to be made by one of the following methods:

Journal Articles:
UK-Affiliated Registered Library Users: Log-in to your existing ILLiad account or create a new ILLiad account. While in ILLiad, submit the request form found under New Document Delivery Request, Storage Article Express.
Non-UK Affiliated Registered Library Users: Please use the Storage Retrieval Form.

Books and Complete Volumes of Journals Listed in InfoKat:
All Registered Library Users Use BOOK EXPRESS SERVICE, as follows:
On the libraries InfoKat (UK Libraries' Catalog) record, click on MAKE A REQUEST (located in the 'Actions' list displayed on the right side of the screen). After logging in, choose the BOOK EXPRESS option and provide the requested information. Items will be delivered to the library of your choice. In the event that your BOOK EXPRESS request fails, please use the online Storage Retrieval Form described below.

Chapters from Books and Conference Papers:
UK-Affiliated Registered Library Users: Log-in to your existing ILLiad account or create a new ILLiad account. Submit the request form found under New Document Delivery Request, Storage Article Express.
Non-UK Affiliated Registered Library Users: Please use the Storage Retrieval

Materials Not Listed in InfoKat:
All Registered Library Users: Use the Storage Retrieval Form.

Item Delivery

Every effort will be made to fill requests within 48 hours of submission, excluding holidays and weekends.
Retrieval and delivery of Storage material incurs no cost to the user.

Books and Complete Volumes of Journals: Will be delivered to the library pickup location designated in the request.

Journal Articles, Chapters from Books and Conference Papers: Will be delivered in either electronic or print format (see below).
UK Affiliated Users and Non-UK Affiliated Users, with Email Accounts: Material will be delivered in electronic format via your email account. You will be notified when articles are ready for retrieval.
Non-UK Affiliated Users, without Email Accounts: Physical volumes containing articles will be delivered to the pickup location designated in the request.

Who May Borrow?

Materials housed in Storage may be requested for retrieval by any registered library patron.

PATRONS MUST CHECK THEIR INFOKAT LIBRARY ACCOUNT FOR STATUS INFORMATION RELATED TO INDIVIDUAL REQUESTS.

Certain materials, such as material in microform formats (microfiche, microfilm and microcards) and some journals, may be restricted to library use after retrieval.

Reference service for materials included in the Storage collections will be handled by the Libraries' Reference staff. You can access the Reference desk by e-mail, phone or in person by at the William T. Young Library, 2nd floor, north wing, or by chat.

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Thode Storage Retrieval Request - Journal/Gov Pubs

Items from the Thode storage area will be available for use NO LATER than 3 hours after your request is placed.

Please note: you will NOT receive email confirmation that the volume is ready for your use. We WILL contact you if we are unable to locate the item.

Requested volumes will be available in the **Journal/Gov Pubs Consultation Room**, on the lower level of **Thode Library, Room B118** (northwest corner).

NOTE: Journals and some Gov pubs are non-circulating and must be used in the library.

Your name *

Your email address

Please use your McMaster email address if you are a current McMaster student, staff or faculty member. If it has not been activated, please activate it through MUGSI.

If you do not have an email address, please provide a phone number where a message can be left:

Phone number

Next Page >

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Cooperative design, visualization, and engineering : second international conference, CDVE 2005, Palma de Mallorca, Spain, September 18-21, 2005 : proceedings
Yuhua Luo (ed.).

Author:	CDVE (Conference) (2nd : 2005 : Palma de Mallorca, Spain)
Published:	Berlin ; New York : Springer, c2005.
Description:	xi, 264 p. : ill. ; 24 cm.
Format:	Book; eBook
Online:	View online issue via Springer's LINK (NCSU only)
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Browse Related Subjects
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- Architectural design -- Data processing -- Congresses
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| Location | Details | Contents | Marc Record |

Online

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Hunt Library ⓘ   Call Number

bookBot   TA345 .C39 2005 (Browse Shelf)   Available upon request (Request item)

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Borrow from the annex

The Library Annex is a high-density storage facility, housing less-used portions of the collection. Access to the shelves is limited to library staff. The collection includes books and journals, as well as maps, microforms and audiovisual materials.

Request an item

■ **Books and journal issues**
You can request that a book or a journal at the Library Annex be delivered to your library. Read more

■ **Journal articles**
You can request that an electronic copy of an article located at the Library Annex be delivered to your email. Read more

■ **Maps**
Request the item at gsg@uottawa.ca, or in person at the GSG Centre.

■ **Movies and microforms**
Request the item at libmedia@uottawa.ca, or in person at the Media Resources.

Contact information
1100 Polytek Road (suite 201)
Ottawa ON Canada
K1J 0B3

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Regular Hours for Rice IDs (View Dept. Hours)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Open at 12pm	24 hours	24 hours	24 hours	24 hours	Close at 10pm	9am to 10pm

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Services

- Access to Electronic Resources
- Borrowing
- Requesting Items
  - Fondren Express Document Delivery Service
  - Interlibrary Loan (ILL)
  - LSC Library Service Center Retrieval Request
  - On-Order / In-Process Notification Form
  - Recall, Renew and Return Items
  - Book Purchase Request Form
  - LSC Library Service Center Retrieval Request - Non-Rice Users
  - Book (and other materials) Purchase Request Form
  - Request Rush Processing of In-Process Item Form
  - On-Order / In-Process Notification
  - ILL On-Site Borrowing Form - Print 3 Copies
  - Missing Item Search Request
- Reference Assistance
- Course Reserves
- Using Library Space
- GIS/Data Center
- Digital Media Commons
- Digital Scholarship Services
- NIH Public Access Policy
- More Services...
- Feedback on Fondren's Serials Conversion Project
- John T. King Room
- Study Room Reservations
- Group Study Room Reservation
- Fondren 332 - Music Study Practice Room Reservation

LSC Library Service Center Retrieval Request

The Library Service Center (LSC) is a high-density library materials shelving facility located away from the main University campus. Important, but infrequently-used materials are provided long-term housing in environmental conditions optimum to preserving library media.

Items housed in the LSC have a location designation within the online catalog of

- Library Service Center
- Library Service Center-WRC
- Library Service Center-Restricted Use
- Library Service Center-Linked to Series

Who?
LSC retrieval is provided for all library users, and deliveries

- are processed Monday-Friday (excepting University holidays)
- will be available the next business day after 2pm *(volumes in excess of 25 requested by the same individual will require 2 working days)*
- may be picked up at the Circulation Desk. Please call 713-348-4021 to confirm delivery
- will be held at the Circulation Desk for **2 weeks**

How?
• Rice faculty, students, and staff may use the Rice ILLiad system to request digital delivery of journal articles and book chapters (up to 50 pages in length, 10 requests per day)

• Rice faculty, students, and staff, and anyone with borrowing privileges, may use the "Place Hold" link that appears in the online catalog next to items that may be physically retrieved. (A Rice NetID is required for requesting LSC deliveries, as well as using online renewal of library materials.)

• *Members of the general community*, without borrowing privileges, may request items for use in Fondren Library, using this web form.

RUTGERS UNIVERSITY

Rutgers Delivery Service (RDS)

http://www.libraries.rutgers.edu/rutgers_delivery_service

Rutgers Delivery Service (RDS)

Need a book or journal article from another Rutgers Library? We'll get it for you!

- Eligibility
- How to Request Delivery
- Cancellations
- Notification
- Fees
- Typical Turnaround Times
- Campuses and Libraries/Collections

The Rutgers Delivery Service (RDS) provides delivery of Rutgers resources among the Rutgers libraries and to off-campus pickup sites. We will also retrieve items from your local library and hold them for you to pick up. Articles are delivered electronically as PDF documents.

Eligibility

Rutgers University students, faculty, and staff who are currently enrolled or employed may use the Rutgers Delivery Service. Students, faculty, and staff teaching or taking courses on the Camden Urban Campus of Camden County College or Rowan University; UMDNJ students, faculty, house staff, and staff covered by the reciprocal borrowing agreement between Rutgers University Libraries and the University Libraries of UMDNJ or in joint Rutgers-UMD programs; Emeritus faculty; and students, faculty, and staff of the Rutgers Newark and Camden law schools are also eligible for RDS. Alumni and community borrowers are not eligible for this service.

If you are not eligible to use the Rutgers Delivery Service, the following organizations offer document delivery to individuals for a fee and may be of interest: Infotrieve Document Delivery and NYPL Express.

How to Request Delivery

Books

Find the record of the book you need in the Library Catalog and click on the "Book Delivery/Recall" button. Enter your NetID or library barcode, PIN, and select the library where you want to pick up the book.

Use the "Item Special Request" button to request books under special circumstances:

- You need a book delivered to a Rutgers law library or off-campus pickup site,
- The item has a Status of ON-ORDER,
- The item is in a Reference collection (REF) and you would like delivery to your local Rutgers library for 5 days of In-Library use.
- The item is in a noncirculating library (ART, JAZZ, SPCOL/UA) or has a Type-Circulate? code ending in "-N" and you need delivery to a different Rutgers campus for 5 days of In-Library use (Camden, New Brunswick/Piscataway, Newark).

If all Rutgers copies of a book are CHECKEDOUT, search the PALCI catalog and if the item is available, place an E-ZBorrow request for quick delivery from another academic library. You may also recall a CHECKEDOUT item in the Library Catalog using the "Book Delivery/Recall" option and request delivery to any Rutgers pickup library. The person who currently has the item will be notified to bring it back within 14 days.

Telephone requests to retrieve, deliver and hold books are not accepted; you must use the request forms in the Library Catalog or the PALCI (E-ZBorrow) catalog.

Chapters in Books

Pages and chapters in circulating books are not eligible for the article delivery service. Please request delivery of circulating books using the "Book Delivery/Recall" button in the Library Catalog.

Journal Articles

Logon to the Interlibrary Loan and Article Delivery Services web page and select the "Article Request" form. Enter as much information about your article as possible.

If you request an article over 30 pages for delivery from a library on a different campus (Camden, New Brunswick/Piscataway, or Newark), the entire volume will be delivered for to your pickup library for five days of in-library use. If you request an article over 30 pages from a library on your home campus(Camden, New Brunswick/Piscataway, or Newark), your request will be cancelled; please retrieve and copy the article yourself. Copyright regulations preclude copying journal issues in their entirety.

If you request an article in a periodical that circulates (PERIODICL-Y), the entire volume will be sent to your pickup library.

If you submit more than 10 requests at one time they will be processed as time permits and you may be contacted to prioritize your requests.

Materials that are ON-ORDER, PENDING, or IN-PROCESS

Use the "Item Special Request" button to request items that have a Status of ON-ORDER. Use the "Book Delivery/Recall" button to request items that are PENDING or IN PROCESS.

Microform

Journal articles in microform will be copied and delivered electronically as PDF documents if a specific citation is given. Amount of copying, requesting, and delivery guidelines are the same for articles in print and microform.

Some microform is available for loan. Use the "Item Special Request" option in the Library Catalog to request microform on loan. In libraries with fiche duplicating capabilities, a fiche copy may be provided. In other libraries, the fiche may be loaned.

Items Not in the Library Catalog

If you need an uncataloged government document or an uncataloged microform delivered, print and fill out a paper Rutgers Delivery Service form (Rutgers Delivery Service (RDS) — Uncataloged Materials [PDF]) and fax it to the owning Rutgers library.

Media

Use the Media Materials booking request form to book media materials to preview or for classroom use.

Cancellations

If you wish to cancel a book hold or request, write to Ask A Librarian. Include your name and the title of the item. You will receive email notification whenever a hold or request is cancelled. As soon as a hold is cancelled, it is removed from your MY ACCOUNT file the in Library Catalog.

Holds will be cancelled when placed on single copies of items that are later discovered to be missing, and when items have been held for you for 14 days at your pickup library and not picked up.

If you wish to cancel an article request, logon to the Interlibrary Loan and Article Delivery Services webpage. Select "Outstanding Requests," find the article request you wish to cancel and click on its transaction number in the left-hand column. Click on "Cancel Request" at the top of the Transaction Information screen. The canceled request is removed from "Outstanding Requests" and can be viewed under "Cancelled Requests."

Notification

Books

You will receive email messages when books are available to check out. You will also receive messages from the Libraries in your MY ACCOUNT "Checkouts, Catalog Requests, and Bills" file. If you requested delivery to a law library or off-campus site, books will be checked out to you before shipment and will be listed in your "Checkouts" file.

Holds are removed from your MY ACCOUNT file when the hold is canceled or when you check out the item. Requests are removed from your MY ACCOUNT file fourteen days after they are filled or cancelled or twenty-eight days after the library recalls an item to satisfy a request.

Articles

You will receive email notification when an article is ready to view. Logon to the Interlibrary Loan and Article Delivery Services webpage and click on "Electronically Received Articles" to view your article.

Fees

There is no charge for book delivery among any of the Rutgers libraries and to off-campus sites listed in the pickup pull-down menu.

There is no charge for web delivery of 1-30 page articles from the non-circulating collections of any Rutgers library.

Typical Turnaround Times

The typical turnaround time for books is 2-5 weekdays and for articles it is 1-2 weekdays.

The delivery time for a book depends on its status in the Library Catalog. Books that are PENDING or IN-PROCESS may take longer than 2-5 days. Books that are CHECKEDOUT and need to be recalled are generally available within 2-3 weeks. The delivery time for ON-ORDER books will vary depending upon when they are received from the publisher.

The turnaround time for books may also be influenced by the number of holds on the item, your position in a hold queue, the number of available copies, and the item's location and distance from your home library.

Campuses and Libraries/Collections

Camden Campus

- Robeson Library
- Camden Law Library

New Brunswick/Piscataway

Busch

- Center of Alcohol Studies Library
- Library Annex (materials may be requested for pickup at any library)
- Library of Science and Medicine
- Math Library
- Physics Library

College Avenue

- Alexander Library
- Art Library (noncirculating)

Interlibrary Lending

- Who May Use Interlibrary Lending

    - Interlibrary Lending is conducted between libraries, and not between JLF and the individual. JLF loans materials to other libraries for their patrons use.

- Loans and Loan Period

    - Two months (60 days) with renewal
    - JLF will deliver loaned material by USPS and TExpress. JLF pays delivery charges for outgoing loans with the exception of FedEx which the requester must pay.
    - Three overdue notices will be issued after due date. Invoices will be issued 21 days after due date for materials which have not been returned.

- Delivery, Cancellations, and Returns

    - *Delivery*: Most requests received at JLF during business hours are processed the next business day.

    - *Document Scans/Copies:*
        - JLF will deliver copied material by Odyssey and Email.
        - JLF will deliver loaned material by USPS and TExpress. For urgent requests FedEx can be used but only at the shipping cost of the borrower.
        - The borrowing library must notify JLF *within seven days* following submission if a photocopy request has not been filled.
        - JLF Directory will follow up with institution regarding excessive repeat request per day.
        - Limit of 50 pages per scanning request.
        - Limit requests to no more than 3 chapters from the same book or 3 articles from the same journal issue.
        - Interlibrary loan service will not be provided to libraries with delinquent accounts.
        - JLF will not fill Clinical Emergency (Urgent Patient Care) requests because the retrieval process that cannot be implemented on demand.

    - *Cancellations*:
        - Due to the potential for large daily volume of ILL requests, it is not possible for JLF to cancel a request once it is received.

    - *Returns*:
        - JLF suggests that returned materials be insured or registered and return receipt service used.

The borrowing library agrees to:

- Pay return shipping charges
- Be responsible for loaned material from the time of receipt until the item is returned and received at JLF
- Replace or pay for materials lost
- Cover repair costs for damaged materials or replacement costs for any irreparably damaged items. Replacement charges for *lost materials* are $225 for each book.

Billing

- OCLC IFM or DOCLINE EFTS is the preferred method of payment
- Invoices to non-IFM or EFTS participants are sent monthly
- We also accept IFLA voucher for international libraries

Charges

(IFM or EFTS)

Texas Libraries

USPS, Texpress, Odyssey and Email	Free
Fax	Free

U.S. Libraries

USPS, Odyssey and Email	$9.00
Fax	$12.00

Canadian and other non-U.S. libraries

USPS	$11.00 U.S Dollars or 2 IFLA Vouchers + $10 USD for postage
Odyssey and Email	$9.00 U.S. Dollars or 2 IFLA Vouchers
Fax	$14.00 U.S. Dollars or 2 IFLA Vouchers

U.S. Federal Libraries

- Free up to 1,000 requests per fiscal year. Federal library charges apply once the 1,000 limit has been reached.

USPS, Odyssey and Email	$4.00
Fax	$7.00

Loan or copy to libraries needing to be invoiced please add an addition $20 for invoice processing. [C.Vinal checking with TAMU business office]

General Information

OCLC symbol: TXJLF

DOCLINE Symbol: TXUOGR

Odyssey: (place number here)

SELECTED RESOURCES

Books and Journal Articles

Austin, Brice. "Establishing Materials Selection Goals for Remote Storage: A Methodology." *Collection Management* 27, no. 3–4 (2002): 57–68.

Bailey, Jessica, and Mary C. Radnor. "Cooperative Remote Storage: Challenges for Resource Sharing." *Journal of Interlibrary Loan, Document Delivery & Electronic Reserve* 19, no. 3 (2009): 227–33.

Collins, Susan L., Linda L. Dujmic, and Terry Hurlbert. "Going Off-Site: Implementing a Plan for a Library Storage Facility." *Technical Services Quarterly* 23, no. 3 (2006): 39–49.

Deardorff, Thomas C., and Gordon J. Aamot. *Remote Shelving Services.* SPEC Kit 295. Washington, DC: Association of Research Libraries, October 2006.

Gregory, Vicki L. *Collection Development and Management for 21st Century Library Collections: An Introduction.* New York: Neal-Schuman Publishers, 2011.

Howard, Jennifer. "Debate at N.Y. Public Library Raises Question: Can Off-Site Storage Work for Researchers?" *Chronicle of Higher Education* 58, no. 34 (April 22, 2012): A20. http://chronicle.com/article/Debate-at-NY-Public-Library-/131615/

Jones, Lois M., and Patricia A. Fisher. "Books in Active Retirement: Selection Issues for Remote Storage." *Technical Services Quarterly* 22, no. 1 (2004): 1–8.

Nitecki, Danuta A., and Curtis L. Kendrick. *Library Off-Site Shelving: Guide for High-Density Facilities.* Englewood, Colorado: Libraries Unlimited, Inc., 2001.

Phillips, Linda L., and Sara R. Williams. "Collection Development Embraces the Digital Age: A Review of the Literature 1997–2003." *Library Resources & Technical Services* 48, no. 4 (October 2004): 273–99.

Shlomo, Elka T. "Nicholson Baker Wasn't All Wrong: A Collection Development Policy for Remote Storage Facilities." *Acquisitions Librarian* 30 (2003): 117–30.

Note: All URLs accessed September 24, 2013.