

Onsite and Offsite Collection Policy (LSC)

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Woodruff Library aims to provide patrons with a robust and well managed print collection, both offsite and onsite. To accommodate the growth of physical collections, the library must frequently systematically identify books and serials that are infrequently accessed and transfer them to off-site storage at the Library Service Center (LSC). In doing so, the library deliberately adheres to the following principles:

- Prioritize the use of the Woodruff Stack Tower for books and journals materials that are essential for high-use and key subject area
- Recognition of variations in use over different call number ranges
- Sustain a continuous workflow of items to the Library Service Center
- Maintain acceptable density levels in all floors of the stack tower.
- Keeping multi-volume sets intact
- Not sending materials to storage that insufficient metadata, as these materials become less discoverable when they are no longer browseable in the open stacks and difficult to easily request or retrieve from the LSC.
- For digital surrogates to take the place of a print volume, it should have minimum access restrictions.
- In-house use and sufficient, comparable electronic availability will be considered before moving reference items to the LSC.
- Items or selected call number ranges designated by faculty or graduate students to remain in the stacks, even if they would otherwise meet established criteria.
- Older, fragile materials may be better preserved in the environmental conditions maintained at the LSC.

Current Criteria and practices are as follows (approved in Spring 2013)

Monographs with publications dates more than 35 years old (less at the discretion of the subject librarian) and not acquired within the last 10 years, with no circulations or in-house for 10 years. Note that this criteria allows us to maintain (with a slight surplus) current print ingest patterns for the Woodruff Stacks Tower. **Multi-volume sets** should remain in the Stacks if any of their volumes have had any circulation within the last 10 years. Multivolume sets are those that are held together under the same call number range.

Scores have the following criteria: No circulations or in house use in 20 years and not acquired in the last 20 years. Exceptions that remain onsite: the M1–M5s, multivolume sets for which one copy has been used, and scores with added audio volumes such as CDs.