

Onsite and Offsite Collection Policy for Woodruff Library

Prepared by: Chris Palazzolo (Head of Collection Management), Jessie Copeland (Director, Resource Services), Kim Copenhaver (Director, Access Services), Kim Collins (Interim Division Director, Research, Engagement and Scholarly Communication)

Latest Draft: 30 April 2022

Reviewed by: Humanities, Area Studies, and Social Sciences & Sciences Teams, Stacks, and Resource Description.

Final Copy Approved by Senior Management Team (SMT): 17 May 2022

Purpose

The primary priority of the onsite/offsite collection policy is to provide guidance for the Woodruff Library's onsite physical collections. Stacks shelving capacity will remain constant, or decrease over the next several years, while new material will continue to be acquired. Therefore, consistent and efficient (yet flexible) identification of appropriate materials for onsite and offsite locations is of paramount importance. This policy is primarily meant for regular ingest but may be referred to and/or revised in planning for a larger print collection realignment, which would allow for a Stacks Tower reset in terms of density.

The policy looks to facilitate:

- A robust and diverse physical, current browsing and circulating collection that is in alignment with current curriculum and research
- Communication between Stacks, Subject Librarians, Collection Management, Resource Description and ECR to pro-actively manage acceptable Stacks density of 75%
- Balance in the Stacks tower across subject areas and languages, while recognizing differential levels of growth, differential discipline use, and new areas of teaching and research emphasis
- Consideration of digital surrogates as criterion for moving print copies offsite.
- A sustainable, continuous workflow of items to the Library Service Center
- Ease of requesting for large, multi-volume sets by maintaining indices where appropriate and enhancing metadata for such sets.

As there are multiple stakeholders involved in the development, management, and access to collections both offsite and onsite, certain expectations are proposed for relevant stakeholders:

Subject Librarians are asked to:

- Review biannual reports from Stacks regarding density.
 - Make suggestions on collection maintenance based on subject expertise, Emory community need and past studies
- Be available to consult on case-by-case issues that may arise and
 - Make decisions about acquiring digital surrogates for heavily used materials
 - Coordinate bringing multi-volume sets to Reserves, if requested
 - Plan projects, like the VHS/DVD transfer
 - Offer solutions to managing high density areas
- Participate in periodic shelf review following instructions on how to identify material for LSC transfer
- Supply new criteria that is appropriate for certain call number areas

The Stacks Team is asked to:

- Support and sustain a continuous transfer of eligible items to the LSC to keep density levels within acceptable levels
- Engage in robust data curation to inform decision making and policy interpretation
- Consult with librarians regarding subject areas in need of review
- Author biannual (twice a year) reports that illustrate density levels by floor and specific areas of concern by range.
- Communicate with local leadership about impacts of transfers on LSC ingest
- Consult Resource Description regarding transfer processes that may affect metadata
- Inform Resource Description prior to big transfer projects that involve large numbers of titles to discuss bibliographic and holdings metadata implications.

Collection Management is asked to:

- Work with Stacks team to regularly evaluate parameters for transfer. Make decisions or changes to algorithms and parameters informed by subject librarians and Stacks, or purchase of digital surrogates and communicate these with Stacks.
- Facilitate communication with individual liaisons when certain areas/ranges are in need of review and establish a plan for assessment and action.
- Provide growth estimates for different call number ranges.

The Resource Description team is asked to:

- Review the bibliographic and holdings metadata of materials considered for bulk removal to the LSC.
- Consult with the Stacks Team regarding transfer processes that may affect bibliographic and holdings metadata.
- Communicate with leadership about impacts of transfers on metadata.

Criteria and Considerations for Offsite Storage

Monographs

Items with publication dates more than 30 years old (less at the discretion of the subject librarian) and not acquired within the last 10 years, with no circulations (including in-house use) in the last 10 years will be candidates for moving to the LSC. Other criteria and exceptions may be as follows:

- Subject areas or call numbers that have been reviewed extensively or for which the majority of the collection is already offsite.
- Key works identified by Subject Librarians to remain on site and identified as such in the catalog.
- Areas of anticipated use supporting new programs (e.g., Indigenous Studies, African American Studies PhD).
- Items or selected call number ranges designated by faculty or graduate students to remain in the stacks, even if they would otherwise meet the criteria listed above.
- Areas with exceptional growth and unacceptable density or reaching a crisis level, as identified in advance by Stacks and/or CM, in need of more significant transfers

- New baseline parameters may be suggested and implemented for these selected ranges. Any changes will be documented in an appendix and spreadsheet to this offsite and onsite policy. These changes will be communicated to Stacks and Core Systems for implementation.
- These decisions may be based on PEU (percentage expected use measures) or other measures agreed to by SL and CM.

Multivolume Sets

Multi-volume sets greater than 30 years old (less at the discretion of the subject librarian), not acquired within the last 10 years, and with no use in 10 years.

- These parameters may change on a case-by-case basis, dependent upon subject librarian expertise. Some large newer sets may be moved off site, with representative titles remaining in the Stacks.
- Indices should remain onsite if at all possible.
- Metadata for multivolume sets transferred to LSC will be reviewed on an ongoing basis to facilitate easier retrieval.
- Some larger sets may be requested and held temporarily at the Library Service Desk for onsite use.

Bound Volumes

The disposition of bound volumes will adhere to the instructions or notes in the bibliographic record of the title. If this information is lacking, the bound volume will be placed in the same location as the next to last volume. If backfiles are purchased, then all print volumes for the journal will be moved offsite.

Scores

Scores with 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.

New Acquisitions

New acquisitions should generally not be sent to the Library Service Center, save for new sets greater than 10 volumes, assuming sufficient metadata.

- Exceptions for new items may arise based on density reports from the Stacks Team, but should be limited as much as possible

Gifts

Gifts will generally be cataloged for the Library Service Center. Exceptions may be granted for gifts that support newer areas of research emphasis. These exceptions should be cleared with the Head of Collection Management.

Video Formats

- VHS Tapes
 - After review for newer formats, duplicate titles in legacy formats (such as VHS and laserdisc) may be moved to the LSC *unless* they contain unique content such as special features or a version of the same work that is not available in a current format (e.g., the theatrical release version versus a “director’s cut”).

- This policy will be updated as criteria for offsite DVDs and Blu-Rays are established

Digital Surrogates

Print titles with an electronic equivalent **owned by or digitized by the library** that have no digital rights management (DRM) restrictions or are in the public domain. The following should be considered as well:

- Implementation of the the HathiTrust API in Blacklight should be considered so as to facilitate access to public domain materials moved to LSC.
- A workflow for ongoing digitization of public domain materials in the Stacks that are not in HathiTrust.

