

# UBC Library Storage and Collection Locations Strategy

## INTRODUCTION

UBC Library has identified a key strategic commitment to the maximization of campus library spaces to provide a variety of study, research, and cultural opportunities for its users. Due to the ongoing growth of its physical collections, it is imperative that the Library identifies and carefully monitors the print materials and other collections that remain in campus branch libraries.

UBC Library's first priority is to provide direct on-campus access to materials that are needed to support current academic programs. Some factors that will be used to consider what stays in campus branch libraries and what is put into storage include usage and circulation statistics, faculty and student input and online availability. The growth of the digital library has meant that the Library has acquired many journal runs and books in online formats that now duplicate the Library's print holdings.

## STORAGE POLICY

### 1. Purpose

Ongoing growth of library collections necessitates the placement of low to moderate use materials in Storage to allow for preservation of these materials and the strategic use of valuable on-campus Library space.

### 2. Management of Storage

Under the direction of the Associate University Librarian for Collection Management, the Collection Management Team establishes criteria for placing items in Storage.

### 3. Materials in Storage

Any catalogued item is eligible for placement in Storage, including monographs, inactive serial titles, older portions of active serial titles, CDs, videos, and other media based on the appropriate Collections Management criteria. Materials that fall under the criteria outlined in the "Policy and Guidelines for the Transfer of General Collection Material to Rare Books and Special Collections" (see <http://collections.library.ubc.ca/about-us/policies/library-collections-transfer-policy>) will be transferred to Rare Books and Special Collections.

### 4. Access to Storage

Most materials in Storage whether in the ASRS or the planned Library PARC facility are able to circulate. The storage collections areas are accessible only by library staff. Requests for items may be made via the online catalogue's request function or in person at any public service desk.

### 5. Transferring to Storage

Subject specialists are responsible for identifying materials in their subject areas that are suitable for relocation to Storage, and can transfer them at any time. When considering a title for Storage, subject specialists will use the criteria outlined in this document to guide transfer decisions.

### 6. Transferring from Storage back to Campus Branch Libraries

- a. Usage reports will be checked annually to find out the number of circulations of Storage items in the previous year. Non-journal items that are circulated at least two times in one year may be transferred back to the appropriate campus library. The report will be forwarded to the appropriate branch head for decisions regarding transfers.
- b. Items may be returned to a campus collection at any time if a subject specialist believes that anticipated related use warrants relocation.

- c. A faculty request for an item in Storage does not automatically trigger a permanent location transfer. However, if a faculty member anticipates increased usage for a specific title, the faculty member may make a request to the appropriate subject specialist that it be transferred permanently to the appropriate campus collection.
- d. Items should be transferred to Rare Books and Special Collections when they fall under the criteria outlined in the “Policy and Guidelines for the Transfer of General Collection Material to Rare Books and Special Collections” <http://collections.library.ubc.ca/about-us/policies/library-collections-transfer-policy>

#### **7. Special Collections and Archives materials**

Access to special collections and archives materials can only be in the Rare Books/ University Archives Reading Room, located in the Irving K. Barber Learning Centre.

#### **8. University Records**

Access to University Records is restricted to authorized employees of the depositing unit. Requests for access must be made through University Archives.

#### **9. Review and Revision**

This policy will be reviewed when required and revised as necessary by the Associate University Librarian for Collection Management in consultation with the Collection Management Team.

## **LOCATIONS FOR UBC LIBRARY COLLECTIONS**

### **CAMPUS BRANCH LIBRARIES**

Campus Branch Library collections should be comprised of materials that provide effective support for the University's current teaching and research activities and maximize effective use of the Library's physical facilities. They would primarily comprise:

- Moderate to high use materials including newly published items.
- Titles that make up the essential core of research literature for the associated discipline as identified by the unit heads, campus departmental contacts in conjunction with the library subject specialists which include all format types. This includes older reference works without online equivalents and material that has been on course reserve within the last three years.
- Holdings of important journals that do not have true online equivalents.
- Current reference works not available online, or that cannot be used effectively online.
- Print indexes to items stored remotely (where the index is not available online).

Items will be retained in Campus Branch Libraries for up to five years at which point their circulation statistics/in house use and research value will be reviewed by the appropriate subject specialist who will then make a decision on whether the item should be relocated to Storage.

### **STORAGE FACILITIES**

By 2015, UBC Library will have access to two campus storage facilities to accommodate less-used research materials across most disciplines: the Library Preservation **AR**chives at UBC (PARC), formerly named the IRL, and the **existing Automated Storage and Retrieval System (ASRS)**. All items relocated to these facilities require good bibliographic records in the Library catalog for discoverability. This translates to valid bibliographic, holding and item records, and barcodes.

### **Automated Storage and Retrieval System (ASRS)**

The **ASRS** is housed in the Barber Library in the Irving K. Barber Learning Centre. In 2005, UBC Library was the first in Canada to use this technology to provide fast, easy and effective storage and retrieval. The system operates in a secure, climate-controlled setting, providing an optimal environment for the preservation of print and other materials.

ASRS collection should comprise:

- Moderate use items including monographs, monographic series.
- Non-core materials with content that cannot be determined through online indexes (e.g., books with ample illustrations or content that is seemingly peripheral to research interests such as advertisements, graphic layout of item, etc.).
- Items that may require extra security or mediated handling because of their format, artefactual characteristics (e.g., decorated publisher's bindings, association copies).
- Items susceptible to theft or mutilation by virtue of their content (e.g. erotica, occult) or format (e.g., having separable illustrations or maps).
- Items that could benefit from being in a climate controlled environment.

### **Library Preservation ARCHives (Library PARC) at UBC**

Library **P**reservation **ARCH**ives (Library PARC) at UBC, the UBC capital project currently known as the Integrated Research Library or IRL, will be a high density storage facility on south campus to be completed in 2015. Selection criteria will vary across disciplines, departments and collections. High density storage is primarily meant for the most infrequently used materials. Materials will benefit from the facility's optimal preservation environment and security. The collection should comprise:

- Low use, last copy monographs, serials, series and unique archival holdings that have projected future low use.
- Texts that may reliably be found completely online (especially journals and indexes where electronic surrogate criteria are applicable).
- Runs of rarely-used serials, with the indexes kept or moved to a UBC Campus Branch Library, and where no online version exists.
- Physical copies of digitized texts.
- Runs of older serials where there is a last copy commitment, usually available online.
- Microfiche, microfilm and map collections that are designated for retention and not duplicated by another format.
- Older titles (1850-1990) designated for retention. Publication date coverage may vary discipline to discipline. Note: Items which fall under the "Policy and Guidelines for the Transfer of General Collection Material to Rare Books and Special Collections" should be sent to Rare Books and Special Collections.
- Items designated as part of a cooperative repository program.
- Multimedia materials for long term preservation.
- Government documents that are not subject to regular use.
- Maps, map sets.

**Library PARC Access and Delivery**

Generally, materials in the Library PARC are available for use by UBC Library users and visitors. Regular loan policies, recall and fine provisions apply to most materials borrowed from the Library PARC.

Items are normally delivered and available for use on the next business day, Monday-Friday. Patrons will be notified by email when a request is filled. Items sent for pick-up or consultation at Campus Branch Libraries will normally be held for 3 days. There is no limit on the number of items that can be ordered. Staff will notify patrons if large size, quantity or copyright restrictions prevent material from being shipped.

UBC Library cardholders can request Library PARC materials remotely using the online catalogue or in person at any Campus Branch Library service desk. Unaffiliated visitors without a UBC Library card will need to request material in person at any Campus Branch Library service desk.

All requests must include information uniquely identifying the item, including a full citation in cases of journal articles. Requests cannot be filled if this information is not provided.

Some materials are non-circulating and must be used on-site at a Library branch supporting mediated access or in the Library PARC Reading Room. To use non-circulating materials patrons must present a valid UBC card, community borrower card, or 1 piece of government issued photo ID (e.g., passport, driver’s license). These non-circulating materials include:

- non-circulating books and journals
- maps, some microforms
- items designated ‘restricted use.’ Usually these are items held by UBC as archival copies under a shared agreement with other libraries, and may include materials not owned by UBC.

There is no public access to the Library PARC book stacks.

Materials are delivered in one of these ways:

Delivery Method	Material Type
Scanned and sent electronically	<i>journal articles, book chapters</i>
Sent for pickup (circulating or non-circulating) at a UBC Library Campus branch	<i>circulating books and whole journal issues; non-circulating or ‘restricted use’ items; microforms (use in Koerner Library only)</i>
Sent for use at the Rare Books & Special Collections and University Archives Reading Room	<i>special collections; archival boxes</i>
Use in the Library PARC Reading Room	<i>large sets of journals or archives (10+ volumes or boxes), large maps, items too bulky or fragile to deliver</i>

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