

# Offsite Shelving Facility Syracuse University Library

## Selection Criteria

### Introduction

SU library shelves in Bird and at SciTech are filled to 98 % capacity. Professional standards recommend that library shelves be maintained at 75-80% capacity to be able to absorb new acquisitions and to re-shelve volumes with ease. There are hundreds of books ready to be re-shelved for which there is no available shelf space. In addition, the library adds approximately 35,000 new volumes annually, so the situation grows more critical each year.

At the same time, the number of library users is growing, and their needs are increasingly diverse. The Library has been asked by faculty, graduate students, and undergraduates for additional space for collaborative learning, group study, presentation practice rooms, quiet reading, computer work, tutoring, instruction, artistic outlet, and most recently, to provide space for the Office of Academic Integrity.

The Library surveyed the 62 institutions that comprise the Association of American Universities, and discovered that all but two, Brandeis University and Syracuse University, have built, renovated or contracted out space to shelve their least used collections. After several years of intensive investigation and study, the university has found that the most user-friendly, efficient and cost-effective solution is to move our less used collections to a professional, offsite storage facility, the Clancy-Cullen Tri-State Depository in Patterson, NY.

Materials will be stored in environmentally safe conditions with "next day delivery" when ordered using online forms by 2 p.m. on business days. Holidays and weekends will require an extra day. The Library will deliver journal articles electronically, usually on the same day the volume is received from the facility.

With advance notice, faculty and graduate students can visit the depository, and request books to review. If our users need to consult multiple volumes of a journal, the whole run can be sent to a campus library.

The selection criteria for materials to be sent to the depository will be based on the availability of an online version or, in the case of books, a record of infrequent use. Every two weeks 5,000 items will be sent to the depository during this project, which will continue for ten years. Duplicate monographs, for the most part, will be de-accessioned rather than sent offsite. Print journals for which we hold permanent access to the online content will also be de-accessioned and not sent offsite (e.g. most JSTOR titles).

On-campus library holdings will be reduced to and maintained at 75-80% of capacity. In some cases, a higher percentage of materials will be transferred because a campus library's total book storage capacity will have to be reduced to meet environmental, safety, or Americans with Disabilities Act (ADA) standards.

## Selection Criteria

The Library has established the following selection criteria and priorities for transfer of materials to the depository:

1. Journals (all volumes) that are available online.
  - EXCEPTIONS would be made for journals where the online version poorly renders illustrations requiring fidelity of color or scale, and for journals known to be used for class assignments that involve browsing of print volumes.
2. Journals published before 2000 that have no electronic version but which are indexed and retrievable in full text through online or print indexes.
  - EXCEPTIONS would be made for journals known to be used for class assignments that involve browsing of print volumes.
3. Journals that have ceased publication or have been cancelled by the Library.
4. Monographs published prior to 2000 that show little or no use in the last five years. Initially in the fields of literature, those pre-2000 books that have circulated fewer than three times in the last five years or fewer than ten times in the last eleven years will be candidates for transfer.
  - EXCEPTIONS will be made for collected works and scholarly editions of specific literary authors, for multi-volume works that require consultation of all volumes, and for bibliographic tools and other reference works

Move of materials will begin early in 2010. The Library will begin with materials on the 5<sup>th</sup> floor of Bird Library, which includes languages and literature, film, photography, military and naval sciences, and bibliography.

Bibliographers and subject specialist librarians will participate in the review and selection of materials for relocating, and they will consult with faculty. The criteria for selecting materials to be moved off site will undoubtedly evolve as we further analyze the needs of users and the frequency of retrievals. Titles that are frequently requested will be returned to campus libraries. Faculty members and librarians may propose exceptions to these guidelines; final decisions rest with the Associate Dean for Research, Collections, and Scholarly Communications.

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