

Preparing library print materials for the move to an off-site storage facility: Notre Dame's experience

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Hesburgh Libraries at the University of Notre Dame

- Over 8,000 undergraduates; 3,500 graduate students
- 4.5 million print volumes; 1 million e-books
- Went through major organizational redesign in September 2012 with additional changes taking place in the fall of 2015
- Renovation of the Hesburgh library building commenced in January 2015

Need for additional capacity to house print materials

- Library strategic initiative
- Warehouse facility purchased by the University
- Annex capacity is approx. 1.6 million volumes
- Multi-phase project approach
 - 1st phase: 450,000 items
 - 2nd phase: projected at 400,000-480,000 items
 - 3rd phase: not sure yet
- Timeline for phase 1 to prepare materials

Prior to the start of the project

- Conducted environmental scan
- Visited two university library off-site facilities
- Produced a report for our library administration with recommendations and best practices
- Developed guidelines and policies
- Identified project's core team that included a project manager
- Identified a moving company

Selection criteria for transfers

- Task Force report jointly prepared by the library and T&R faculty committee
 - Non-currently received journal titles
 - For sciences: monographs with no circulations in the last 10 years
 - For humanities: monographs published in 1830-1865 only
 - A number of exceptions

Phase 1 collection preparation

- Hired six full-time limited-term staff members in November, 2014, to assist with barcoding
- In six months barcoded 217,000 items
- Regular catalogers were assigned to various individual catalog maintenance projects and did clean up of records that originated from the barcoding activity
- Volunteers from other library units helped with barcoding and review of reports used by the barcoding team

Phase 1 main challenges

- Errors in catalog records resulted in the need to run reports numerous times and to find ways to work around problematic data
- Many exceptions in the Task Force report made the job of creating accurate catalog maintenance reports very difficult
- Extremely tight project deadline presented a huge challenge
- Insufficient staffing and various levels of training among staff were a hurdle to overcome

Phase 1 points of pride

- Prepared approximately 450,000 items for transfer in a six-month time period (had to barcode 60% of the total items transferred)
- Developed custom-made Inventory Management System (IMS) in five months
- The transfer project was minimally disruptive to library patrons
- Seamless transition to a fully operational Annex

Summary of the workflow

(aka What we actually did to records)

- Ran final comprehensive report with titles being transferred
- Globally changed holdings location for all titles
- Globally added process status code to all item records to indicate that items are unavailable
- Once a volume got ingested at the Annex, process code was cleared from the catalog record in real time

Post-ingest clean up

- Cataloging problems:
 - Volumes with multiple barcodes (bound-with)
 - Unbarcoded pieces
 - Titles without records in the catalog
- Titles that were requested to be returned to the main library
- Titles that should have been sent to the Annex but were missed during the transfer

Phase 2 collection preparation

- Trained barcoding crew in various catalog maintenance activities
- Asked selectors to review all titles on reports selected for transfer to identify exceptions
- Have been doing shelf reading of titles on comprehensive reports to locate and fix errors

Notre Dame's unique approaches to the project

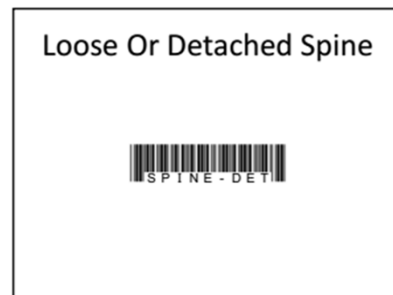
- Measured thickness of each item transferred to the Annex
- Recorded preservation condition of items in catalog records
- Developed custom-built IMS to manage inventory at the Annex

Thickness of volumes

- During ingest process measured thickness of each item and recorded it in the IMS
- $1/8'' = 1$ unit
- Used unit measurements in integer format: 1, 2, 3, 4, etc.
- Why? To help us know what size empty spaces in book trays we have when items get deaccessioned or shifted at the Annex

Preservation condition/statuses

- Recorded preservation condition/statuses in item records in catalog
- Printed out codes in barcode font (next slide)
- Scanned barcodes into a text file
- Wrote script that processed the data and inserted in catalog item records
- Preservation continues to use this method in their regular workflow



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Custom-built IMS

- Looked at the market and did not find any tool able to meet our needs
- Specified requirements and contracted a developer
- Did code review, testing, and QA in-house
- December-April timeframe
- IMS is functional and can be further enhanced
- Open source and the code could be downloaded from GitHub <https://github.com/ndlib/annex-ims>

Annex usage statistics

Late August - early December, 2015:

- Total of 1,202 requests filled
- On average: 75% document delivery and 25% ILL requests
- On average: 59% scans and 41% loans
- Average request fill time: 16.5 hrs
- Requestor groups: other*, graduate students, faculty, and undergrads

* **Other** includes campus staff, local academic consortia members, library visitors, alumni, etc.

If we could start over, we would...

- Begin prep work of materials much earlier
- Hire more workers to assist with barcoding and provide catalog maintenance training
- Expand sizing study to a larger sample to get more accurate results for book tray ordering
- Negotiate a more straightforward criteria for material selection

What worked really well

- Hiring fantastic people for the project
- Being flexible and open to changing gears at a moment's notice
- Recruiting volunteers from other library units
- Constant communication and appreciation
- Providing accurate information about each item at the Annex without striving for perfection of every catalog record

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THANK YOU!