

Storage Planning Working Group Final Report

Dartmouth College Library

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Marie Guerin, Baker-Berry Stacks & Storage Library Supervisor

Elizabeth Kirk, Associate Librarian for Information Resources

Barbara Sagraves, Head of Preservation Services

Margaret Sleeth, Associate Director for Information Resources, Biomedical Libraries

Jennifer Taxman, Head of Access Services (Chair)

Miles Yoshimura, Reference Bibliographer - Economics & Government

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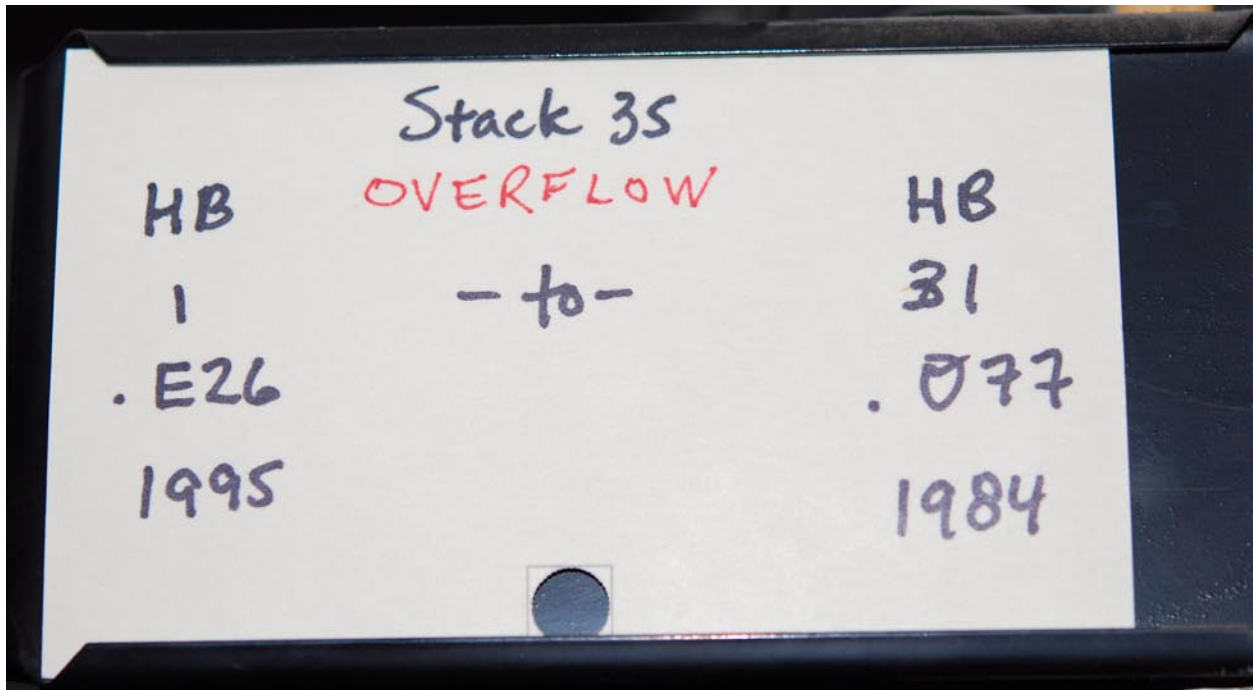
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EXECUTIVE SUMMARY

The Dartmouth College Library collections are becoming increasingly overcrowded in facilities that cannot accommodate additional shelving. The annual growth of the print collections is approximately 37,000 volumes and requires 4,400 linear feet of shelving, or just less than one mile of additional shelving each year. The so-called “digital revolution” has not obviated the need for print collections as the digitization of content has been uneven across disciplines and languages and there are financial and legal obstacles to overcome. While the physical collections continue to grow, several campus libraries are also under pressure to repurpose space currently devoted to shelving the collections. The new spaces are necessary to create collaborative working environments in support of the teaching, learning and research activities at the College.

The off-campus Storage Library is at capacity in accepting any more materials from the on-campus libraries beyond a final allocation of space in 2006. Facility maintenance and HVAC

conditions at the Storage Library must be improved in order to provide the optimal physical environment for maintaining and preserving the collections.

A multi-phase plan to create the additional shelving space for the library collection is crucial to protect one of Dartmouth's greatest academic strengths supporting the missions of the College¹ and the Library². The recommended actions will also allow Dartmouth to continue its role and responsibility as one of the premier research libraries in New England.

The 2008 Storage Planning Working Group recommends the following three-phase approach beginning in January 2009. Each phase builds upon previous work and provides a foundation for a successful long-term strategy to manage the Library's collections.

Create Space in Current Collection (2009 – 2010): Immediate Action

De-accession³ materials and transfer no- or low-use sections of the collections off-campus; modify collection development policies to encourage more selection of electronic-only resources and transfer no- or low-use sections of the collections off-campus.

Utilize Additional Storage Options (2011 – 2013): Phase Two–Mid Term

Continue de-accessioning; begin collaborative collection development; create shared storage facilities with our collaborative partners; renovate vacated space on-campus; build an addition to the Storage Library.

Invest in a New Storage Facility (2014 –): Phase Three–Long Term

Continue de-accessioning and collaborative collection development; renovate current College-owned property on Etna Road or build on adjacent land to provide a new Storage facility.

De-accessioning and transferring large sections of the collection will need careful coordination among departments and participating storage facilities. A *project manager* should be appointed from existing Library staff to oversee the various transfers during the three phases.

¹ Dartmouth College Mission: Dartmouth College educates the most promising students and prepares them for a lifetime of learning and of responsible leadership, through a faculty dedicated to teaching and the creation of knowledge.

² Dartmouth College Library Mission: Dartmouth College Library fosters intellectual growth and advances the mission of Dartmouth College and affiliated communities by supporting excellence and innovation in education and research, managing and delivering information, and partnering to develop and disseminate new scholarship.

³De-accession: to remove library materials formally and permanently from the collections.

INTRODUCTION

Collections Space

A system-wide shelving projection study was performed in the summer of 2004. Results from that study indicated that the collections across the Library system were between 69% - 90% capacity with Rauner Special Collections above 100% for manuscripts and archival material. In 2006, the remaining shelf space at the Storage Library was allocated across the Library system. Current figures in 2008 indicate that the circulating collections are now between 80% - 84% capacity with the Records Management facility housing the overflow of archival and manuscript material from the Rauner collections. The Storage Library will be at 100% capacity after all transfers from the 2006 allocation have been made.

To put collections space into perspective, when Baker Library opened in 1928, the Library's complete collections totaled 240,000 volumes - occupying approximately 29,100 linear feet of shelving - just under half of Baker's planned capacity. In 2008, the more than 2,700,000 volumes in the College's nine libraries require over 62 *miles* of shelving. The book and journal collection alone is growing at a rate of 37,000 items a year, requiring an additional 2.5 miles of shelf space every 3 years. This growth does not take into consideration manuscripts and other material formats.

A number of physical changes have taken place within the Dartmouth College Library system over the last five to eight years. Although the opening of the new Baker-Berry Library in 2000 increased the Library's collection capacity from one million to two million volumes, other Library consolidations and closings on campus compromised the additional shelving in Baker-Berry.

Changes Affecting Collections Space:

- Feldberg Business and Engineering Library reduced its shelving footprint by 66% to meet a Tuck School strategic goal of creating additional office and collaboration space; selected titles in economics, mathematics and computer science were transferred to the Baker-Berry Library.
- 2,652 linear feet of shelving was removed from Berry Level 3 to create the Callendar Reading Room, a popular study space.

- The Cook Mathematics collection (4,000 linear feet at the time of transfer and growing annually by 1,000 volumes) was transferred to Berry Level 3 and unique titles from the Sanborn English Library (120 linear feet) were shelved throughout Baker when each of these libraries was closed in a cost-cutting measure.

The Baker-Berry Library is again experiencing overcrowding throughout its collections. An overflow area on Baker 2 was created for larger, low use sets in order to shelve newly acquired or recently circulated titles into the regular shelving. The overcrowding and split collections are not conducive to browsing and providing an environment leading to successful scholarly pursuits. The overcrowding also creates inefficiencies for staff as shifting and maintaining the collection becomes difficult for growth in particular areas.



PICTURED HERE IS ONE OF THE MANY AREAS IN BAKER-BERRY STACKS WHERE COLLECTIONS GROW SO RAPIDLY THAT THEY FILL 33% OF THE GROWTH SPACE (12 INCHES PER SHELF) IN 6 MONTHS TO A YEAR. 33% GROWTH SPACE TYPICALLY LASTS FOR 3-5 YEARS.

The collections shelving throughout the on-campus libraries should be reduced to and maintained at an optimal 85% fill rate⁴ to benefit Library users and staff working with the materials. Any fill rate higher than 85% results in frequent shifting, or the inability to shift in certain areas, in order to shelve new materials. The shifting in turn slows a library user's access to the material. Once the optimal fill rate has been achieved, the Library will need to maintain, on an annual basis, an equal ratio between volumes added to the general collections and volumes discarded or moved to an off-campus facility. For fiscal 2009, for example, that would entail the removal of approximately 37,000 printed volumes from on-campus shelves.

In addition, campus libraries are feeling pressure from users to repurpose areas currently housing print collections to accommodate new study, collaboration, and meeting spaces.⁵ In the past, this same need was met by relocating parts of the collection to the Storage Library. Now with the Storage Library at capacity, we no longer have an option to meet the growing need for user space within the Library.

Storage Library – Current Conditions

The original Storage Library was built in 1982 with the Storage Library Annex opening in 1992. The Storage Library has always functioned as a regular circulating collection rather than a remote, inaccessible storage facility. There are over 485,000 items (including books, journals, microforms, LPs, newspapers, and maps) shelved at Storage. The Library maintains two courier runs a day providing same day or next day delivery five days a week. Full-time staff at the Storage Library also provide a document scanning service to deliver electronic copies of articles and book chapters directly to a user. In 2007-08 there were approximately 9,000 items circulated or renewed from the Storage Library, about 2.5% of the total activity for the Library-system.

From the beginning, the facility was projected to have a 20 year life span,⁶ which ended in 2002. Given the demands to repurpose space in the various libraries, and the reductions in Baker-Berry shelving, the Storage Library needs to remain a vital functioning service beyond the

⁴ Metcalf, Keyes D. Planning Academic and Research Library Buildings, pp 155-156. Metcalf considers 86% to be the highest fill rate before collection maintenance is considered intolerable. New space should be available, not just planned for, by the time that figure is reached or the growth rate should decline to zero.

⁵ Comments made by users in the LibQUAL 2008 Survey, Undergraduate Spring 2007 survey, and from focus groups held by the Dana renovations study team. Additional areas may also be recommended for repurposing by the recently formed Learning Commons Group.

⁶ Metcalf, p. 11. Twenty years is the standard occupancy planning window to accommodate collections and people spaces in a new facility.

Library's original expectations. The facility now requires continual physical maintenance to keep the infrastructure running at a sub-optimal level.

Maintenance issues over the past five years, include:

- Replacing both the annex and office heating and cooling systems with continued regular checkups from Dartmouth Facilities, Operations & Maintenance (FO&M).
- Problems with the water pressure alarm on the sprinkler system, requiring numerous FO&M visits needed to repair.
- Leaf and snow accumulation must be cleaned from the roof regularly by FO&M so that water does not leak through the roof.
- Overhead door that provides access for the courier delivery is routinely iced shut during the winter and must be pounded with a 2 by 4 in order to be opened.
- Discoveries of rodent droppings and caches of seeds and nuts on the shelves.
- Climate-control system and dehumidifier not working optimally for the long-term storage of materials.

Most recently, during the summer of 2008, two separate shipments of wet books were sent from the Storage Library to the Preservation Department due to problems with the humidifier. Several of the books had mold damage⁷ beyond repair. The library's Collections Conservator, Deborah Howe, provided water alert detectors to catch future water build up. She also sent data-loggers to monitor the temperature and humidity. The conditions were improved after some adjustments by FO&M to the air handling units. However, there is still a clear humidity problem to address (appendix A).

⁷ Mold is very serious and can affect the health of library staff and users. If a widespread outbreak were to occur the cleanup would be costly. In addition, the collections would be inaccessible and in the worse case materials would have to be withdrawn.

MOLD DAMAGE ON STORAGE LIBRARY MATERIALS



PLASTIC SHEETING IS A PERMANENT FIXTURE TO PREVENT WATER DAMAGE

A Digital Revolution?

Despite the utopian predictions of the last decade, scholarly publications are not universally available via the Internet, nor free to all readers. Web technology has enhanced many forms of information, yet financial and legal concerns have been slower to be resolved. Most importantly, information available online is limited almost exclusively to English language publications.⁸ Print, and the storage requirements it necessitates, are our current single guarantee of robust foreign language research collections.

Electronic journals have introduced new features not possible in the print world (such as blogs, comments, early release of new articles, search-ability, etc.) and have gained widespread acceptance in many disciplines. At the same time, their availability and the uses to which libraries may put them are subject to licenses⁹—“private legislation” in the words of legal scholar Elizabeth I. Winston—and not to the guarantees of federal copyright law.

Electronic books face the same legal limitations as do electronic journals, with the added inconvenience of limited access in their initial models. Prices are often one-and-one half to two-times the price of hardbound print. Reader acceptance is lagging; a recent review by Ithaka¹⁰ reports that faculty and librarians do not currently see that electronic books will have the same transformative impact as electronic journals have demonstrated.¹¹

Similarly to electronic publishing, digitization, once seen as the solution to overcrowding in library collections, has also not yet lived up to its promise. Large-scale digitization projects,

⁸ *Le père Goriot*, *War and Peace*, *The Sorrows of Young Werther*, all beloved and outsized examples of European literature, are barely available electronically if at all in their original languages, despite the hundreds of print editions in which they have been published since their débuts. Other works and authors of stature are absent online, as are the majority of non-English language journals and scholarly books. At this point in time, it is impossible to estimate when the breadth of scholarship in non-English languages will be available on the Internet.

⁹ These licenses may include loss of all access to back runs if a library cancels a subscription; they almost always provide access to content, but not copies of content. The fragile nature of access without actual possession of goods has led libraries to retain print subscriptions as insurance against lost subscriptions or publisher failure. The recent development of escrow and capture services such as Portico and LOCKSS [see footnotes 20 & 21], both of which depend upon publisher and library support and participation, are beginning to address this fragility. Not all journals have been captured by these services at this time. Many single-journal publishers may not feel that they are able to participate; in fact, many small publishers have not yet been able to make the transition from print to electronic. And, currently, there are very limited escrow plans for most electronic books.

¹⁰ Ithaka: an independent not-for-profit organization with a mission to accelerate the productive uses of information technologies for the benefit of higher education worldwide. <http://www.ithaka.org/>

¹¹ In the humanities in particular, where the single-author book is the standard for scholarly achievement, reading a book-length argument on a screen is not met with enthusiasm. Until the electronic book harnesses the power of technology and is reinvented, it is likely that print will retain its market share.

such as Google Books,¹² offers access to research materials. However, the unpredictable long-range business plans of Google make librarians hesitant to de-accession print collections and rely on the electronic copies. The quality of the Google Books scans has also been criticized for missing or skewed pages thus adding to the reluctance to rely on the electronic copy as permanent access.¹³

While the transition to electronic format has been rapid for recent issues of journals, particularly in the sciences, digitization of historical archives (or back runs) has been slower. Often when a publisher does make their archives electronically available, it is at considerable cost.¹⁴ Purchasing the archives of major publishers, such as Elsevier, Springer, and Wiley, and subsequent de-accessioning of the print equivalents, would free shelf space, however at great expense.

Recent local digitization projects at Dartmouth,¹⁵ such as the Encyclopedia Arctica or the Occum Letters, focus on rare and unique resources rather than commonly held materials. Because these materials are unique and their digitization may actually increase requests to view the original material, digitization of local material is not a solution to overcrowded collections. The best hope is to move the originals to secure and environmentally-controlled off-site storage. The library retains the original copy and access is provided through the electronic copy. The original is retrieved for consultation only if warranted.

Dartmouth's own large-scale digitization project of the United States Congressional Serial Set, in collaboration with Readex Corporation,¹⁶ will follow the above model if an off-site location is identified. Once the project is complete, tentatively in November 2009, moving the 13,600 volumes out of Baker-Berry and Storage will make available an additional 2,800 linear feet of shelving space. Moving the collection to an off-site storage area with controlled access will also reduce the physical wear on valuable color illustrations.

The Library is also digitizing its non-book collections. Recent projects include the Stoiber Slides, Arctic photos, and a small number of historic Dartmouth films. The digital

¹² Google Books. <http://books.google.com/>

¹³ Duguid, Paul. "Inheritance and loss? A brief survey of Google Books," *First Monday*, 12:8, 6 August 2007. <http://firstmonday.org/htbin/cgiwrap/bin/ojs/index.php/fm/article/view/1972/1847>

¹⁴ As of May 2008, the cost for Nature's 1869-1987 archive was \$78,660 and the cost for Lancet's 1823-1996 archive was \$49,368.

¹⁵ Dartmouth College Library Digital Projects. <http://www.dartmouth.edu/~library/digital/>

¹⁶ Readex publishes primary source research materials in the humanities and social sciences. <http://www.readex.com/>

version will suffice for access but the original should be kept in cold storage.¹⁷ The exceptions to this recommendation are magnetic materials such as videotapes and sound recordings. Magnetic media specialists do not recommend retaining the original once it has been digitized.

Space in the Libraries of Dartmouth College Library: Present State and Future Concerns

Each of the eight Dartmouth libraries was evaluated in the fall of 2008 in regard to its collection growth rates, current shelving capacities, shelving projections to 2020, and needs for additional storage options. See appendices B and C for more information.

The concentration of historic research collections – thus experiencing the more urgent space concerns – is housed in Baker-Berry, Sherman, Paddock, and Rauner Libraries. Collections in Dana, Matthews-Fuller, Feldberg and Kresge Libraries, concentrate on more current curricular and research needs due to their programmatic requirements. The differences in collection purposes and strategies for retaining or de-accessioning materials mean that rates of growth vary among the libraries. Additional shelving will need to be identified for all libraries within ten years, with the exception of Feldberg, to accommodate collections growth.

¹⁷ Cold Storage: 40 degrees F or lower is highly recommended for black & white, and color photographs and films because it significantly slows chemical deterioration which leads to image fading or color shifts.

PHASE ONE – IMMEDIATE ACTION (2009-2010)

Create Space in Current Collection

The planning group strongly recommends that the current collection be reviewed beginning in January 2009. Immediate action is required to create the needed shelf space to manage the collection over the next two years. During the short term, titles will be identified for de-accessioning and for mid-¹⁸ to deep-storage.¹⁹ These immediate actions are necessary in preparation for the second phase recommendations. The success of the Library's de-accessioning plans and the changes to its collection development practices relies heavily on the Library continuing its current memberships and associations (appendix D).

De-accessioning

De-accessioning library materials is an important element of collection maintenance. Careful, concerted de-accessioning efforts must begin immediately in order to manage the physical size and the effectiveness of the Library's collections.

Beginning in January 2009, bibliographers should review titles in their areas that meet the following criteria and develop lists for de-accessioning. Within six months, bibliographers should consult with faculty about the de-accessioning of the Library's print holdings in particular disciplines. Any revisions needed to the lists should be made by September 30, 2009. The final lists should be submitted to the Associate Librarian for Information Resources.

Materials to Discard

The Associate Librarian for Information Resources will provide a checklist (appendix E) to assist bibliographers in developing their final lists. The checklist will address questions such as Special Collections interests; contribution to JSTOR²⁰ of volumes and issues missing from their online titles; contribution of journal and newspaper back runs to the

¹⁸ Mid-Storage: a location to temporarily house items needing limited access while alternatives for the collection are identified.

¹⁹ Deep-Storage: a location to house items still of importance to the library's collection, but which will have no or extremely low need for use.

²⁰ JSTOR (<http://www.jstor.org/>) archives include scholarship published in over one thousand of the highest-quality academic journals across the humanities, social sciences, and sciences, as well as books and other materials valuable for academic work. An estimate for de-accessioning JSTOR titles yields 4,800 – 12,000 linear feet or 1-3 year's annual growth depending on the journal title. See appendix I for details.

Center for Research Libraries (CRL);²¹ and the availability of print copies archived by peer institutions.

Candidates for de-accessioning include:

- Serials (in print and in microform) available from CRL, through JSTOR or through online archives to which the Library has purchased perpetual access, and which are included in Portico²² or LOCKSS.²³
- Discontinued and cancelled serials that no longer correspond to Dartmouth programmatic needs and with no or extremely low circulation activity, as well as superseded editions of annuals and other periodically published reference works or directories no longer deemed to be of scholarly interest at Dartmouth.
- Second copies of books or secondary editions or printings of books that include no scholarly apparatus or intrinsic value, as are superseded reports or discontinued series of documents published by external organizations and no longer of interest at Dartmouth.

Impact on Library Users: *Users will be directed to the electronic copies or DartDoc/Borrow Direct if they cannot locate a title or volume in the print collection.*

Impact on Library Staff: *Bibliographers will decide on titles and volumes to de-accession; Access Services, Acquisitions, Cataloging & Metadata Services, and Shipping & Receiving (depending on the final disposition of the volumes) will be involved with the processing.*

Associated Costs: *Staff selection and processing time; shipping costs for titles contributed to JSTOR, CRL, or other identified organizations.*

²¹ Center for Research Libraries: a consortium of North American universities, colleges and independent research libraries that acquires and preserves newspapers, journals, documents, archives and other traditional and digital resources for research and teaching. <http://www.crl.edu/>

²² Portico: a not-for-profit service that preserves scholarly literature published in electronic form and ensures that the materials remain accessible to future scholars, researchers, and students. <http://www.portico.org/>

²³ LOCKSS “Lots of Copies Keep Stuff Safe”: an international community initiative that provides libraries with digital preservation tools and support so that they can easily and inexpensively collect and preserve their own copies of authorized e-content. Dartmouth College Library is a participating library. <http://www.lockss.org/>

Collection Development

In addition to de-accessioning print, staff should reenergize their efforts to add fewer physical materials to the general collection. Work already done to move most journal and virtually all index subscriptions to electronic-only status has undoubtedly slowed the growth of the Library's physical collections from what size they might be otherwise. Moving forward, the addition of new book series with their space and funding requirements should be exceptional and not routine.

As often as possible, and through vendors and publishers participating in Portico or other escrow services, selection of some categories of electronic books should be preferred to print. Edited, multi-author collections, collections of essays, reference works - in short, those materials that readers refer to for selections of content and in general do not sustain an argument from beginning to end - should all be considered candidates. Single-author books should be considered as faculty and students become more comfortable with electronic books. At the date of this writing, this has not yet happened. Additionally, books pulled from the collections for preservation that require the production of a facsimile should, as copyright allows, be digitized and not be reproduced in print.

Impact on Library Users: *Collections browsing will be improved. Library will monitor user reaction to and use of electronic books.*

Impact on Library Staff: *Bibliographers for purchase decisions; Acquisitions and Cataloging & Metadata for ongoing management of an increasing volume of electronic collections.*

Associated Costs: *Electronic books are currently higher in price than their printed counterparts.*

Records Management Facility: Mid-Storage

The Dartmouth College Records Management facility is recommended as a mid-storage "swing space" for the collection while the Library pursues longer term shelving options. Records Management moved into its new location on Etna Road during the summer of 2006. Enough shelving was installed to ensure many years of records growth for the College. During a tour of the facility, Wess Jolley, the Records Manager, informed the group that up to 3,500 cubic feet of shelving could be made available to shelve library materials for up to five years. See appendix F for criteria and conditions for shelving materials at Records Management.

Impact on Library Users: *The need for access to the material shelved at Records Management will be minimal due to the specific selection criteria. In the event that retrieval is necessary, a standard delivery expectation will be communicated to the requestor.*

Impact on Library Staff: *Access Services, Acquisitions, Cataloging & Metadata Services, Records Management, and Shipping & Receiving will be involved with the processing and transfers.*

Associated Costs: *The Library will purchase the standard Records Management boxes to store material. Staff time for selection of materials; processing collection; updating and maintaining catalog records; transferring collection; retrieval of items; and review of items for discard or transfer to long-term storage.*

Commercial Depository Solutions: Deep Storage

Two commercial depositories, *Underground Vaults and Storage* and the *New England Regional Depository*, were investigated as potential solutions. *Underground Vaults and Storage* may be a possibility for deep storage beyond the mid-storage use of the Records Management facility. The *New England Regional Depository* is less feasible due to processing requirements and annual storage costs. The success of Borrow Direct and the level of satisfaction that faculty and students express with the service, despite the two- to three-day wait for materials, demonstrates that geographic proximity need not be the foremost criterion in selecting a storage facility. Both of these commercial solutions can provide overnight shipping. Estimated costs are included in appendices G and H.

Impact on Users: *Users will be directed to electronic copies or DartDoc/Borrow Direct as a first line of request fulfillment. Access to material shelved at a commercial facility will have agreed upon standard delivery expectations that can be communicated to the requestor.*

Impact on Staff: *The impact on staff to send materials to a commercial storage facility will be similar to the transfer to Records Management – minus the Records Management staff - with*

additional processing for receiving and returning the materials.

Associated Costs: Staff time for selection and processing material; annual storage costs; shipping costs for original transfer; retrieval and return shipping costs for access to material.

PHASE TWO – MID-TERM (2011-2013)

Utilize Additional Storage Options

The second phase of recommendations focuses on ongoing de-accessioning and collaborative collection development, as well as identifying shelving solutions available at Dartmouth College or peer institutions.

Ongoing De-accessioning and Collection Development

De-accessioning is not, by its nature, a one-time activity; it is integral to maintaining vibrant, effective collections. Space constraints make the need for *ongoing* review of materials for de-accessioning absolute. How de-accessioning will need to be carried out during phase two will be dependent upon whether the Library shares space with other institutions or continues to use internal space.

Following the framework for de-accessioning described above, librarians will need to remove journals that are added to Portico or LOCKSS, either when added to JSTOR or through publisher negotiation, as well as other materials that fall into the categories described. As a rule, superseded media formats (such as VHS to DVD and LPs to CDs) should be de-accessioned upon replacement and not sent to storage. De-accessioning should be performed annually and materials removed should be noted in bibliographers' annual reports.

Impact on Library Users: *Impact overall will be low as this will be part of ongoing collection maintenance.*

Impact on Library Staff: *By the time the mid-level recommendations come into effect staff will have already worked through large scale de-accession and transfer projects. Ongoing maintenance procedures to be coordinated among Access Services, Acquisitions, Cataloging and Metadata Services, and Shipping and Receiving.*

Associated Costs: *Staff processing time*

Collaborative Collection Development

Collaborating formally with a defined set of peer institutions on collection development will enable the Library to moderate the volume of information purchased or leased each year. The Library is in preliminary conversations with selected Ivy League libraries on a pilot study for such collaboration. The collaboration will entail the creation of a collection development plan for a specific discipline where interest is shared.²⁴ Such a plan would assign collecting of sub-disciplines, or fragments of a discipline, to specific libraries, based upon currently existing strengths. The combined collecting would create a much richer, more powerful overall “meta-collection” than might be purchased by a single library. Our robust Borrow Direct service would ensure that readers at any of the libraries involved would have access to all of the materials selected.

Regionally, there are strong potential partners for collaborating on selection of foreign language and art history materials—the areas where retention of print is still vitally important and, consequently, of great concern for storage. Moderating the growth of print collections in those targeted areas would have immediate positive impact on our space constraints.

Impact on Library Users: *Direct users more and more to other libraries to borrow materials.*

Impact on Library Staff: *Bibliographers will outline and refine collection areas.*

Associated Costs: *Staff time and shipping costs.*

Shared Facilities

One cost-effective model to consider is to share facilities with one or more institutions. Other research libraries, especially those with newer storage facilities, may be receptive to leasing space in their facility to Dartmouth. Potential partners should include other Ivy Plus institutions and other regional, peer institutions. The success of Borrow Direct and the level of satisfaction that faculty and students express with it, despite the two- to three-day wait for materials, demonstrate that geographic proximity need not be the foremost criterion in selecting a potential partnership.

In a facility shared with one or more institutions, storage of multiple copies of journal back runs, standard works, large microform sets, government documents, or other materials is

²⁴ The music librarians in the Borrow Direct consortium meet regularly and are already successful in their collaborative collection development efforts.

not practical. Management of a shared facility will need to be governed by carefully negotiated memoranda of understanding that ensure long-term access to shared collections. This, in turn, will enable constituent institutions to de-duplicate their jointly stored holdings. Such de-duplication must be a collaborative and cooperative undertaking. Joint agreements must also include language that describes how ongoing de-duplication and collective de-accessioning will be managed.

Shared commitment to specific service levels, mutual interest in collaborating on storage collection management, and ongoing collection development should be priorities for consideration. The opportunity to lease space (as opposed to joint purchase) should be considered, given current financial constraints and the potential problems associated with owning property at a distance from campus.

Extensive due diligence will be required before entering into a final agreement with a host institution, and the agreement must address issues of security, open and timely communication on service constraints or facilities issues, and guarantees of ongoing access if de-duplication takes place.

Impact on Library Users: *Access to materials will be similar to the current process for materials borrowed through Borrow Direct.*

Impact on Library Staff: *Access Services, Acquisitions, Cataloging & Metadata Services, and Shipping & Receiving for processing and transferring the collection.*

Associated Costs: *Shared facility and staffing costs; shipping costs.*

Addition to the Current Storage Library

If a shared facility proves impractical, adding onto the current Storage Library can provide the necessary collection space for a short duration. In July 2007, a study projected the need for a temporary addition to the Storage Library to accommodate approximately 50,000 linear feet. The space needed was based on the estimated number of volumes added to the collection for the next ten years without any changes to the current shelving configuration throughout the library system. The estimate has the on-campus collections at an 85% fill rate and the Storage collection at a 100% fill rate by 2020. Preliminary conversations with the Office of Planning, Design and Construction yielded a plan to create a 3,200 square foot addition equipped with high-density shelving.

<i>Impact on Library Users:</i>	<i>Access to materials will be the same as the current Storage process.</i>
<i>Impact on Library Staff:</i>	<i>Same as current process; potential increase in requests based on materials transferred.</i>
<i>Associated Costs:</i>	<i>Consultant fees; construction costs; shelving; on-going maintenance; upgrades to current Storage Library.</i>

Gilman Basement as Collections Space

The Dana Biomedical Library, with Biological Sciences and the Medical School, would like to repurpose considerable space that is currently dedicated to collections (in particular, the second floor) for study space, group collaboration space, meeting rooms, and offices. In order to create new user space, shelving for 15,000 linear feet of print journal volumes needs to be identified. An area that is secure and reasonably close to Dana for timely retrieval of these volumes is ideal.

The Class of 1978 Life Sciences Center (LSC) is scheduled to open in August of 2011. The offices and laboratories currently housed in Gilman will be moved to the LSC. The basement of Gilman, contiguous to Dana, seems an ideal space to relocate the identified journal collections in a closed shelving configuration. If the Gilman basement could accommodate more than Dana's need for its collections, then material from other campus libraries could also be housed there.

<i>Impact on Library Users:</i>	<i>Users will gain study space in Dana Biomedical Library and experience a slight delay in access to bound journal volumes.</i>
<i>Impact on Library Staff:</i>	<i>Access Services, Acquisitions, and Cataloging & Metadata Services. Time associated with processing, transfer and retrieval of titles.</i>
<i>Associated Costs:</i>	<i>Renovation to facility; purchase and installation of compact shelving; moving the collection.</i>

PHASE THREE – LONG TERM (2014 -)

Invest in a New Storage Facility

The long-term recommendations will depend on the success of de-accessioning materials from the collection, transferring materials to deep storage, changes in the publishing industry and collection development practices, and partnerships with other institutions. An assessment of the immediate and mid-term actions and their impact will inform future long-term planning. A long-term solution should include the possible renovation of the existing Dartmouth property at 56 Etna Road or the construction of a new Storage Library at the same location. A new location for the collection currently housed at the Storage Library will provide the optimal conditions for the collections and the opportunity to partner with other institutions to meet the long-term storage needs for the collections.

Impact on Library Users: *Access to materials will be the similar as the current Storage process.*

Impact on Library Staff: *Improved working conditions for staff and better conditions for the collection.*

Associated Costs: *Consultant fees; renovation or construction costs; shelving; on-going maintenance.*

CONCLUSION

This report projects library wide storage needs into 2020, eleven short years from now. In order to provide our users a positive library experience we will need to begin now to vigorously de-accession the collections of duplicate formats, transfer little-used materials to remote facilities, and set as a priority collaborative collection development. Even with those efforts we predict that the Library will be out of room by that time and some large, easily accessible space will need to be made available.

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Appendix A Environmental Conditions at Current Storage Facility

[The following note and graphs were sent by Deborah Howe, Collections Conservator, Dartmouth College Library.]

Enclosed are 2 sets of graphs reflecting temperature and RH from the Storage Library. The first dates from July 23rd to July 31st, when Brian Courtemanche noticed abnormal conditions in Storage areas A and B. The second graph reflects August 9th to August 16th, after Facilities did some work on the air units.

The conditions have gotten better from the first to the second graph; however there is clearly still a humidity problem. Once again, ideal conditions for books are RH of 35% and temperature 60-65 degrees.

Although the preservation community has been unable to agree on specific standards for climate control in paper-based collections, authorities do agree on several general conclusions that come from research:

From the Northeast Document and Conservation Center: Preservation Leaflets

THE ENVIRONMENT

2.2 Monitoring Temperature and Relative Humidity

Beth Lindblom Patkus
Preservation Consultant
Walpole, MA

“Temperatures above 70F and RH above about 55-60% encourage mold and insects.

Additional damage occurs at climatic extremes: high RH increases acid formation; RH below 30% can embrittle paper, parchment, adhesives, photographic emulsions, and other materials.

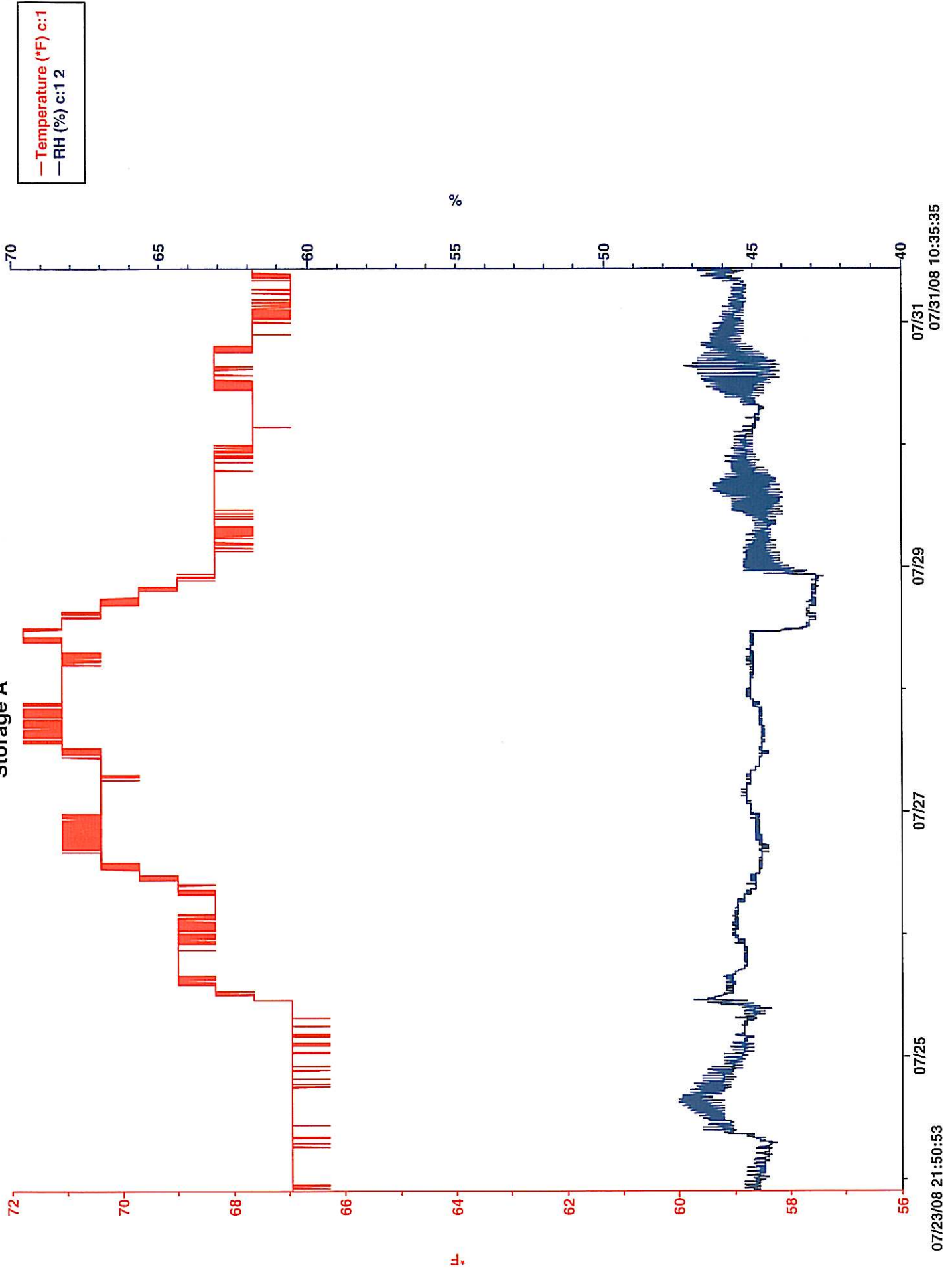
Within these limits, the lower the temperature and RH can be kept, the better – provided they do not fluctuate.”

These graphs are being sent to you, to keep you abreast of the condition problems at the Storage Library.

If you have any questions please feel free to contact me.

Deborah Howe, 646.0712

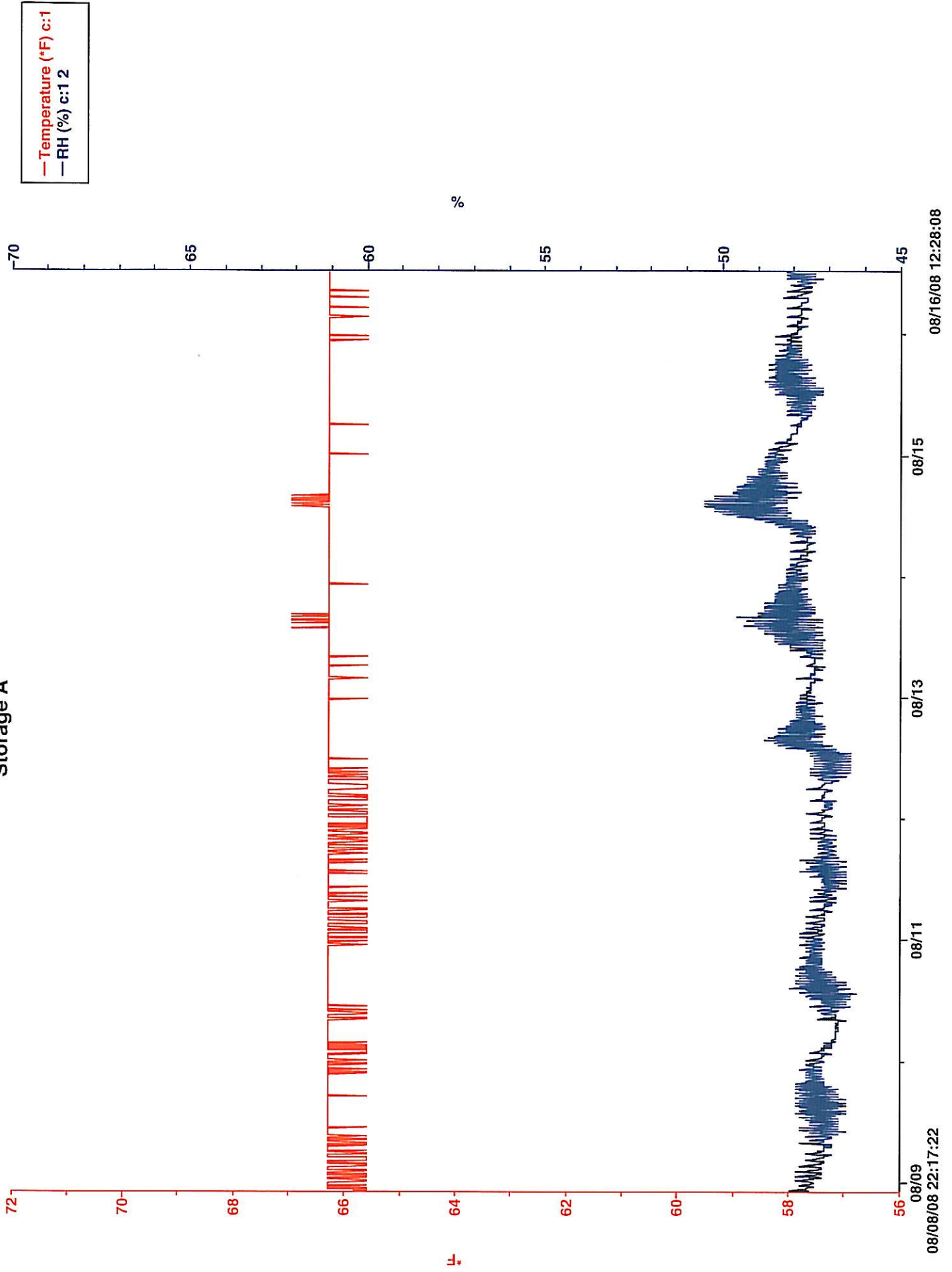
Storage A



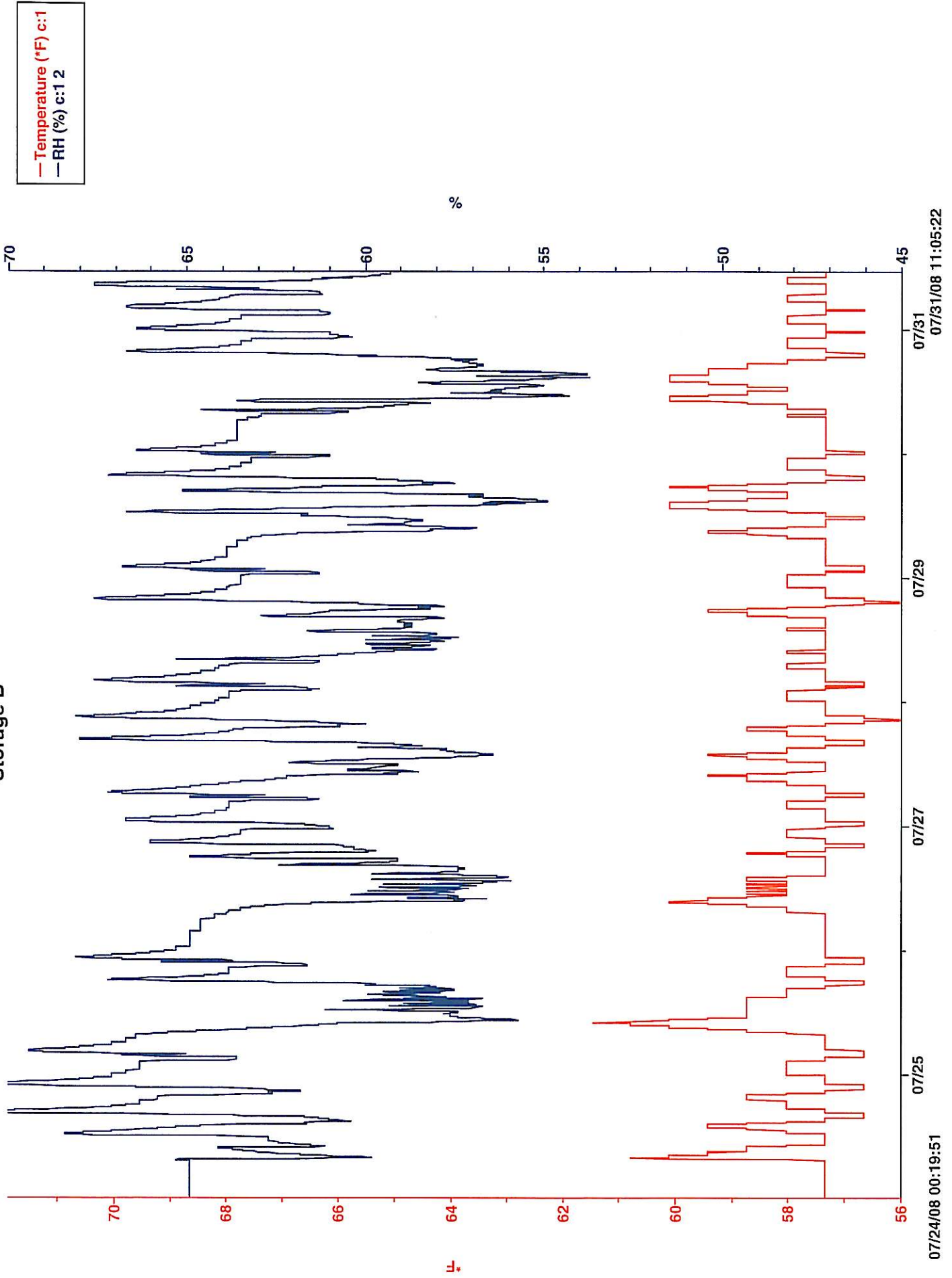
— Temperature (°F) c:1
— RH (%) c:1 2

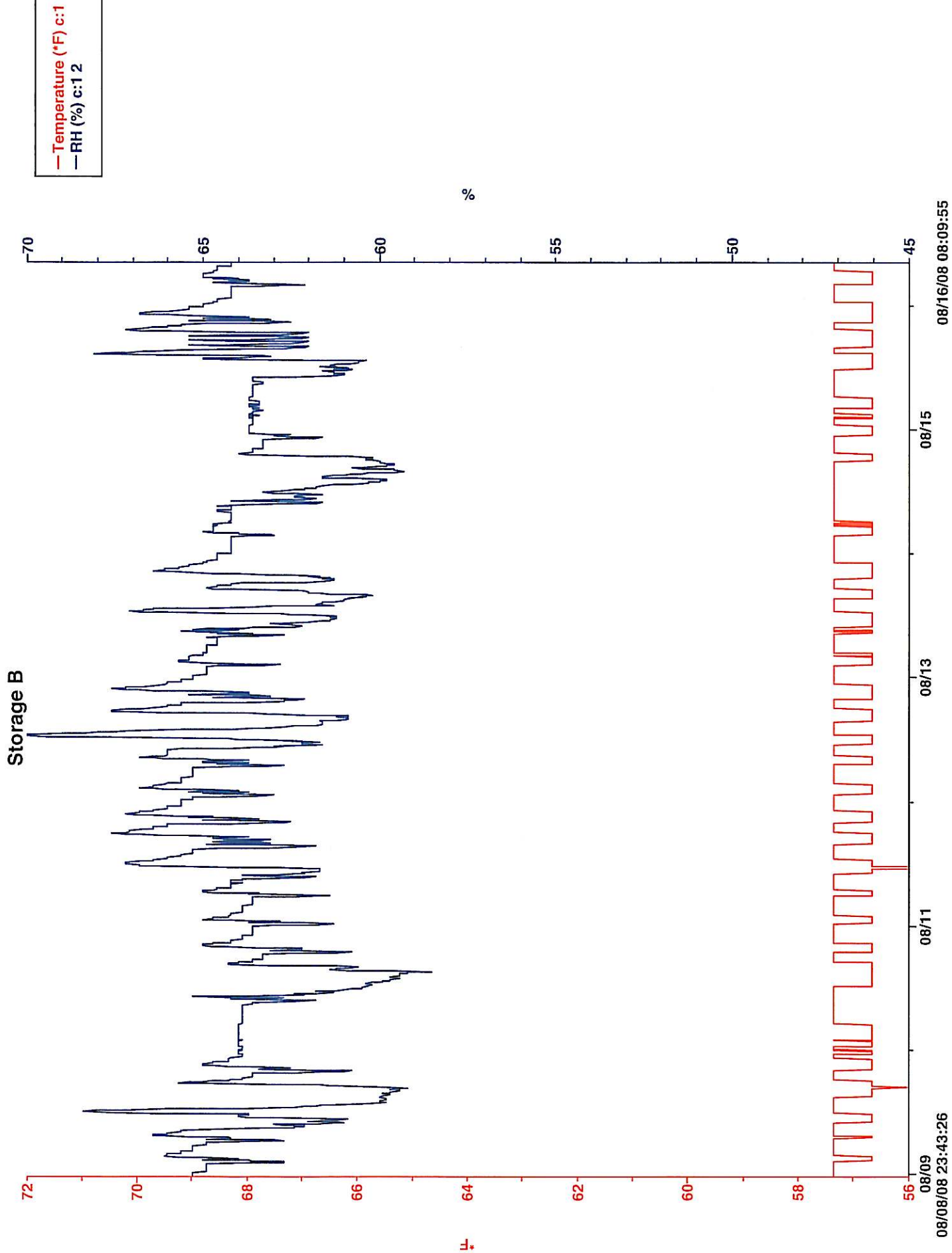
07/23/08 21:50:53 07/25 07/27 07/29 07/31 07/31/08 10:35:35

Storage A



Storage B





Appendix B

Dartmouth College Libraries' Space: Present State and Future Concerns

Baker-Berry Library	
Print collection growth	HIGH
Need for present and/or future Storage space	HIGH
Shelving capacity with no additional shelving	2009 @ 83% ; 2020 @ 113%
Comments	Baker-Berry's new Overflow section and remaining available Storage space total roughly 740 linear feet which is inadequate for a Library that houses the majority of the 30,000 new titles purchased every year.

Cook Mathematics Collection (Baker-Berry Library)	
Print collection growth	MODERATE
Need for present and/or future Storage space	MODERATE to HIGH
Shelving capacity with no additional shelving	Included with Baker-Berry
Comments	Math journals are already shelved at the maximum 7 shelves high and their steady growth will create space problems in the next 2-3 years. If necessary, book collection could be adjusted from 6 to 7 shelves high.

Dana Biomedical Library	
Print collection growth	LIGHT
Need for present and/or future Storage space	Very HIGH initially, LIGHT to MODERATE longer term.
Shelving capacity with no additional shelving	2009 @ 83% ; 2020 @ 92%

Comments	Dana would like move 15,000 linear feet of journal and book volumes to nearby storage in order to open up significant areas for more study and collaborative spaces. Dana acts as “storage” for Matthews-Fuller – see Matthews-Fuller description below.
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Evans Map Room	
Print collection growth	MODERATE
Need for present and/or future Storage space	MODERATE
Comments	For the present, Evans Map Room would like to move 100 rolled maps to some storage location. Within ten years they will need to move 10 map cases worth of material into storage.
Feldberg Business and Engineering Library	
Print collection growth	LIGHT
Need for present and/or future Storage space	LIGHT
Shelving capacity with no additional shelving	2009 @ 91%; 2020 @ 92%
Comments	Feldberg weeded their collections aggressively several years ago and have worked to maintain a steady state in their stacks area ever since.

Jones Media Center	
Print collection growth	HIGH in microforms and DVDs
Need for present and/or future Storage space	MODERATE
Comments	Jones Media still receives many microforms and DVDs and is constrained by limited shelving space

	for these materials. They will continue having to weed material every five years or so to maintain needed shelving space.
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Kresge Physical Sciences Library	
Print collection growth	MODERATE
Need for present and/or future Storage space	MODERATE to HIGH, space needed at regular intervals.
Shelving capacity with no additional shelving	2009 @ 82% ; 2020 @ 93%
Comments	A combination of the transfer of 1,500 linear feet of journals to Storage and the reduction of the number of Kresge serials in print form has stabilized overcrowding in Kresge stacks. However, some shelving has been and will be removed to create more study space. Book collection continues to grow at a moderate rate and some high growth print journals will continue to fill up shelving in Kresge stacks.

Matthews Fuller Health Sciences Library	
Print collection growth	MODERATE
Need for present and/or future Storage space	LIGHT
Shelving capacity with no additional shelving	Consistent with transfers to Dana.
Comments	Matthews-Fuller is a small space, with stack density kept at a steady state. When shelves are full, older journals and books are transferred to Dana, which exacerbates issues at Dana.

Paddock Music Library	
Print/CD collection growth	MODERATE print growth, Very High CD growth
Need for present and/or future Storage space	MODERATE to HIGH
Shelving capacity with no additional shelving	2009 @ 84% ; 2020 @ 123%
Comments	There is a constant need in Paddock to purchase additional CD cabinets to accommodate burgeoning CD collection. Study space is being compromised by the addition of CD cabinets and there is nowhere for Paddock to expand.

Rauner Special Collections Library & College Archives	
Print collection growth	HIGH
Manuscripts collection growth	Very HIGH
Need for present and/or future Storage space	Very HIGH
Comments	Special Collections is short on collections space. They are already utilizing Records Management to house some of their unprocessed manuscript backlog. They are also using some 9,000 linear feet of Baker Annex C, making the C-Core of Baker stacks unavailable for general collections use.

Sherman Art Library	
Print collection growth	HIGH
Need for present and/or future Storage space	Very HIGH
Shelving capacity with no additional shelving	2009 @ 80% ; 2020 @ 111%

Comments	Art Librarian would like to remove more shelving in Art Special to accommodate faculty research in that room. Many items will be transferred to Art stacks creating even more crowding in an already crowded Library.
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Instructional Services Film Collection	
Collection growth	NONE
Need for present and/or future Storage space	HIGH
<p>In 2007 the Library took control of the Instructional Services film collection which is stored in a “vault” in Building 37. The films fall roughly into three categories: historic Dartmouth College films which document campus activities; educational films commercially produced for class room instruction; and theatre films for commercial release. The storage room is not an ideal place for the film since it has no air filtration system and does not have cold storage. There is a recommendation from Digital Projects and Infrastructure Group to Library Administrative Group to transfer the historic film to Northeast Historic Film in Bucksport, ME, for long term secure and environmentally controlled storage. The annual cost is estimated to be \$4100.00. The educational and theatrical films should be reviewed by a bibliographer or College Archivist to determine if they can be de-accessioned.</p>	

Appendix C
Dartmouth College Library Shelving Projections to 2020

Baker-Berry Library Shelving Projections

		FY 2008					
BAKER-BERRY LIBRARY	Target Fill Rate	estimated volumes added (based on FY 05-07)	estimated volumes discarded (based on FY 05-07)	linear feet shelving in library	linear feet of volumes in library after final allocation move to Storage	linear feet of shelving available in library after final allocation move to Storage	% Filled
<i>Baker-Berry</i>	0.85	31,720	888	-	-	-	-
<i>Cook</i>	0.85	1,034	10	-	-	-	-
TOTAL	0.85	32,754	898	138,693	111,390	27,303	80%
		FY 2009					
BAKER-BERRY LIBRARY	Target Fill Rate	estimated volumes added (based on FY 05-07)	estimated volumes discarded (based on FY 05-07)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
<i>Baker-Berry</i>	0.85	31,720	888	-	-	-	-
<i>Cook</i>	0.85	1,034	10	-	-	-	-
TOTAL	0.85	32,754	898	138,693	115,138	23,555	83%
		FY 2010					
BAKER-BERRY LIBRARY	Target Fill Rate	estimated volumes added (based on FY 05-07)	estimated volumes discarded (based on FY 05-07)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
<i>Baker-Berry</i>	0.85	31,720	888	-	-	-	-
<i>Cook</i>	0.85	1,034	10	-	-	-	-
TOTAL	0.85	32,754	898	138,693	118,886	19,807	86%

		FY 2011					
BAKER-BERRY LIBRARY	Target Fill Rate	estimated volumes added (based on FY 05-07)	estimated volumes discarded (based on FY 05-07)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
<i>Baker-Berry</i>	0.85	31,720	888	-	-	-	-
<i>Cook</i>	0.85	1,034	10	-	-	-	-
TOTAL	0.85	32,754	898	138,693	122,633	16,060	88%
		FY 2012					
BAKER-BERRY LIBRARY	Target Fill Rate	estimated volumes added (based on FY 05-07)	estimated volumes discarded (based on FY 05-07)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
<i>Baker-Berry</i>	0.85	31,720	888	-	-	-	-
<i>Cook</i>	0.85	1,034	10	-	-	-	-
TOTAL	0.85	32,754	898	138,693	126,381	12,312	91%
		FY 2013					
BAKER-BERRY LIBRARY	Target Fill Rate	estimated volumes added (based on FY 05-07)	estimated volumes discarded (based on FY 05-07)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
<i>Baker-Berry</i>	0.85	31,720	888	-	-	-	-
<i>Cook</i>	0.85	1,034	10	-	-	-	-
TOTAL	0.85	32,754	898	138,693	130,129	8,564	94%
		FY 2014					
BAKER-BERRY LIBRARY	Target Fill Rate	estimated volumes added (based on FY 05-07)	estimated volumes discarded (based on FY 05-07)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
<i>Baker-Berry</i>	0.85	31,720	888	-	-	-	-
<i>Cook</i>	0.85	1,034	10	-	-	-	-
TOTAL	0.85	32,754	898	138,693	133,877	4,816	97%

		FY 2015					
BAKER-BERRY LIBRARY	Target Fill Rate	estimated volumes added (based on FY 05-07)	estimated volumes discarded (based on FY 05-07)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
<i>Baker-Berry</i>	0.85	31,720	888	-	-	-	-
<i>Cook</i>	0.85	1,034	10	-	-	-	-
TOTAL	0.85	32,754	898	138,693	137,624	1,069	99%
		FY 2016					
BAKER-BERRY LIBRARY	Target Fill Rate	estimated volumes added (based on FY 05-07)	estimated volumes discarded (based on FY 05-07)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
<i>Baker-Berry</i>	0.85	31,720	888	-	-	-	-
<i>Cook</i>	0.85	1,034	10	-	-	-	-
TOTAL	0.85	32,754	898	138,693	141,372	-2,679	102%
		FY 2017					
BAKER-BERRY LIBRARY	Target Fill Rate	estimated volumes added (based on FY 05-07)	estimated volumes discarded (based on FY 05-07)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
<i>Baker-Berry</i>	0.85	31,720	888	-	-	-	-
<i>Cook</i>	0.85	1,034	10	-	-	-	-
TOTAL	0.85	32,754	898	138,693	145,120	-6,427	105%
		FY 2018					
BAKER-BERRY LIBRARY	Target Fill Rate	estimated volumes added (based on FY 05-07)	estimated volumes discarded (based on FY 05-07)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
<i>Baker-Berry</i>	0.85	31,720	888	-	-	-	-
<i>Cook</i>	0.85	1,034	10	-	-	-	-
TOTAL	0.85	32,754	898	138,693	148,868	-10,175	107%

		FY 2019					
BAKER-BERRY LIBRARY	Target Fill Rate	estimated volumes added (based on FY 05-07)	estimated volumes discarded (based on FY 05-07)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
<i>Baker-Berry</i>	0.85	31,720	888	-	-	-	-
<i>Cook</i>	0.85	1,034	10	-	-	-	-
TOTAL	0.85	32,754	898	138,693	152,615	-13,922	110%
		FY 2020					
BAKER-BERRY LIBRARY	Target Fill Rate	estimated volumes added (based on FY 05-07)	estimated volumes discarded (based on FY 05-07)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
<i>Baker-Berry</i>	0.85	31,720	888	-	-	-	-
<i>Cook</i>	0.85	1,034	10	-	-	-	-
TOTAL	0.85	32,754	898	138,693	156,363	-17,670	113%

Dana Library Shelving Projections

		FY 2008					
DANA LIBRARY	Target Fill Rate	estimated volumes added (based on FY 03-08)	estimated volumes discarded (based on FY 03-08)	linear feet shelving in library	linear feet of volumes in library after final allocation move to Storage	linear feet of shelving available in library after final allocation move to Storage	% Filled
Journals		1,000	100	18,809	16,031	2,778	85%
Books		700	700	7,879	6,005	1,907	76%
AV/Other		1	1	106	87	19	82%
	0.85	1,701	801	26,794	22,123	4,704	83%
		FY 2009					
DANA LIBRARY	Target Fill Rate	estimated volumes added (based on FY 03-08)	estimated volumes discarded (based on FY 03-08)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
Journals		1,000	100	18,809	16,137	2,672	86%
Books		700	700	7,879	6,005	1,874	76%
AV/Other		1	1	106	87	19	82%
	0.85	1,701	801	26,794	22,229	4,565	83%
		FY 2010					
DANA LIBRARY	Target Fill Rate	estimated volumes added, or transferred from MFHSL (based on FY 03-08)	estimated volumes discarded (based on FY 03-08)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
Journals		4,800	100	18,809	16,690	2,119	89%
Books		700	700	7,879	6,005	1,874	76%
AV/Other		1	1	106	87	19	82%
	0.85	5,501	801	26,794	22,782	4,012	85%
		FY 2011					
DANA LIBRARY	Target Fill Rate	estimated volumes added (based on FY 03-08)	estimated volumes discarded (based on FY 03-08)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
Journals		800	100	18,809	16,772	2,037	89%
Books		700	700	7,879	6,005	1,874	76%
AV/Other		1	1	106	87	19	82%
	0.85	1,501	801	26,794	22,864	3,930	85%

		FY 2012					
DANA LIBRARY	Target Fill Rate	estimated volumes added (based on FY 03-08)	estimated volumes discarded (based on FY 03-08)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
Journals		800	100	18,809	16,855	1,954	90%
Books		700	700	7,879	6,005	1,874	76%
AV/Other		1	1	106	87	19	82%
	0.85	1,501	801	26,794	22,947	3,847	86%
		FY 2013					
DANA LIBRARY	Target Fill Rate	estimated volumes added, or transferred from MFHSL (based on FY 03-08)	estimated volumes discarded (based on FY 03-08)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
Journals		4,800	100	18,809	17,407	1,402	93%
Books		700	400	7,879	6,005	1,874	76%
AV/Other		1	1	106	87	19	82%
	0.85	5,501	501	26,794	23,499	3,295	88%
		FY 2014					
DANA LIBRARY	Target Fill Rate	estimated volumes added (based on FY 03-08)	estimated volumes discarded (based on FY 03-08)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
Journals		800	100	18,809			
Books		700	400	7,879	6,005		
AV/Other		1	1	106	87		
	0.85	1,501	501	26,794	23,617	3,177	88%
		FY 2015					
DANA LIBRARY	Target Fill Rate	estimated volumes added (based on FY 03-08)	estimated volumes discarded (based on FY 03-08)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
Journals		800	100	18,809			
Books		700	400	7,879	6,005		
AV/Other		1	1	106	87		
	0.85	1,501	501	26,794	23,735	3,059	89%

		FY 2016					
DANA LIBRARY	Target Fill Rate	estimated volumes added (based on FY 03-08)	estimated volumes discarded (based on FY 03-08)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
Journals		800	100	18,809			
Books		700	400	7,879	6,005		
AV/Other		1	1	106	87		
	0.85	1,501	501	26,794	23,852	2,942	89%
		FY 2017					
DANA LIBRARY	Target Fill Rate	estimated volumes added (based on FY 03-08)	estimated volumes discarded (based on FY 03-08)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
Journals		500	100	18,809			
Books		700	400	7,879	6,005		
AV/Other		1	1	106	87		
	0.85	1,201	501	26,794	23,935	2,859	89%
		FY 2018					
DANA LIBRARY	Target Fill Rate	estimated volumes added, or transferred from MFHSL (based on FY 03-08)	estimated volumes discarded (based on FY 03-08)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
Journals		4,500	100	18,809			
Books		700	400	7,879	6,005		
AV/Other		1	1	106	87		
	0.85	5,201	501	26,794	24,487	2,307	91%
		FY 2019					
DANA LIBRARY	Target Fill Rate	estimated volumes added (based on FY 03-08)	estimated volumes discarded (based on FY 03-08)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
Journals		500	100	18,809			
Books		700	400	7,879	6,005		
AV/Other		1	1	106	87		
	0.85	1,201	501	26,794	24,570	2,224	92%

DANA LIBRARY	Target Fill Rate	FY 2020					
		estimated volumes added (based on FY 03-08)	estimated volumes discarded (based on FY 03-08)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
Journals		500	100	18,809			
Books		700	400	7,879	6,005		
AV/Other		1	1	106	87		
	0.85	1,201	501	26,794	24,652	2,142	92%

Feldberg Library Shelving Projections

		FY 2008					
FELDBERG LIBRARY	Target Fill Rate	estimated volumes added (based on FY 05-07)	estimated volumes discarded (based on FY 05-07)	linear feet of shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
	0.85	1,140	1,037	7,443	6,729	714	90%
		FY 2009					
FELDBERG LIBRARY	Target Fill Rate	estimated volumes added (based on FY 05-07)	estimated volumes discarded (based on FY 05-07)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
	0.85	1,140	1,037	7,443	6,741	702	91%
		FY 2010					
FELDBERG LIBRARY	Target Fill Rate	estimated volumes added (based on FY 05-07)	estimated volumes discarded (based on FY 05-07)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
	0.85	1,140	1,037	7,443	6,753	690	91%
		FY 2011					
FELDBERG LIBRARY	Target Fill Rate	estimated volumes added (based on FY 05-07)	estimated volumes discarded (based on FY 05-07)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
	0.85	1,140	1,037	7,443	6,765	678	91%
		FY 2012					
FELDBERG LIBRARY	Target Fill Rate	estimated volumes added (based on FY 05-07)	estimated volumes discarded (based on FY 05-07)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
	0.85	1,140	1,037	7,443	6,777	666	91%
		FY 2013					
FELDBERG LIBRARY	Target Fill Rate	estimated volumes added (based on FY 05-07)	estimated volumes discarded (based on FY 05-07)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
	0.85	1,140	1,037	7,443	6,790	653	91%
		FY 2014					
FELDBERG LIBRARY	Target Fill Rate	estimated volumes added (based on FY 05-07)	estimated volumes discarded (based on FY 05-07)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
	0.85	1,140	1,037	7,443	6,802	641	91%

FY 2015							
FELDBERG LIBRARY	Target Fill Rate	estimated volumes added (based on FY 05-07)	estimated volumes discarded (based on FY 05-07)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
	0.85	1,140	1,037	7,443	6,814	629	92%
FY 2016							
FELDBERG LIBRARY	Target Fill Rate	estimated volumes added (based on FY 05-07)	estimated volumes discarded (based on FY 05-07)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
	0.85	1,140	1,037	7,443	6,826	617	92%
FY 2017							
FELDBERG LIBRARY	Target Fill Rate	estimated volumes added (based on FY 05-07)	estimated volumes discarded (based on FY 05-07)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
	0.85	1,140	1,037	7,443	6,838	605	92%
FY 2018							
FELDBERG LIBRARY	Target Fill Rate	estimated volumes added (based on FY 05-07)	estimated volumes discarded (based on FY 05-07)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
	0.85	1,140	1,037	7,443	6,850	593	92%
FY 2019							
FELDBERG LIBRARY	Target Fill Rate	estimated volumes added (based on FY 05-07)	estimated volumes discarded (based on FY 05-07)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
	0.85	1,140	1,037	7,443	6,862	581	92%
FY 2020							
FELDBERG LIBRARY	Target Fill Rate	estimated volumes added (based on FY 05-07)	estimated volumes discarded (based on FY 05-07)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
	0.85	1,140	1,037	7,443	6,874	569	92%

Kresge Library Shelving Projections

		FY 2008					
KRESGE LIBRARY	Target Fill Rate	estimated volumes added (based on FY 05-07)	estimated volumes discarded (based on FY 05-07)	linear feet shelving in library	linear feet of volumes in library after final allocation move to Storage	linear feet of shelving available in library after final allocation move to Storage	% Filled
	0.85	1,635	633	12,318	9,460	2,858	77%
		FY 2009					
KRESGE LIBRARY	Target Fill Rate	estimated volumes added (based on FY 05-07)	estimated volumes discarded (based on FY 05-07)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
	0.85	1,635	633	12,318	9,578	2,740	78%
Removal of Shelving				(611)		2,129	82%
		FY 2010					
KRESGE LIBRARY	Target Fill Rate	estimated volumes added (based on FY 05-07)	estimated volumes discarded (based on FY 05-07)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
	0.85	1,635	633	11,707	9,696	2,011	83%
		FY 2011					
KRESGE LIBRARY	Target Fill Rate	estimated volumes added (based on FY 05-07)	estimated volumes discarded (based on FY 05-07)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
	0.85	1,635	633	11,707	9,814	1,893	84%
		FY 2012					
KRESGE LIBRARY	Target Fill Rate	estimated volumes added (based on FY 05-07)	estimated volumes discarded (based on FY 05-07)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
	0.85	1,635	633	11,707	9,932	1,775	85%
		FY 2013					
KRESGE LIBRARY	Target Fill Rate	estimated volumes added (based on FY 05-07)	estimated volumes discarded (based on FY 05-07)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
	0.85	1,635	633	11,707	10,049	1,658	86%

FY 2014							
KRESGE LIBRARY	Target Fill Rate	estimated volumes added (based on FY 05-07)	estimated volumes discarded (based on FY 05-07)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
	0.85	1,635	633	11,707	10,167	1,540	87%
FY 2015							
KRESGE LIBRARY	Target Fill Rate	estimated volumes added (based on FY 05-07)	estimated volumes discarded (based on FY 05-07)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
	0.85	1,635	633	11,707	10,285	1,422	88%
FY 2016							
KRESGE LIBRARY	Target Fill Rate	estimated volumes added (based on FY 05-07)	estimated volumes discarded (based on FY 05-07)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
	0.85	1,635	633	11,707	10,403	1,304	89%
FY 2017							
KRESGE LIBRARY	Target Fill Rate	estimated volumes added (based on FY 05-07)	estimated volumes discarded (based on FY 05-07)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
	0.85	1,635	633	11,707	10,521	1,186	90%
FY 2018							
KRESGE LIBRARY	Target Fill Rate	estimated volumes added (based on FY 05-07)	estimated volumes discarded (based on FY 05-07)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
	0.85	1,635	633	11,707	10,639	1,068	91%
FY 2019							
KRESGE LIBRARY	Target Fill Rate	estimated volumes added (based on FY 05-07)	estimated volumes discarded (based on FY 05-07)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
	0.85	1,635	633	11,707	10,757	950	92%
FY 2020							
KRESGE LIBRARY	Target Fill Rate	estimated volumes added (based on FY 05-07)	estimated volumes discarded (based on FY 05-07)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
	0.85	1,635	633	11,707	10,875	832	93%

Matthews-Fuller Library Shelving Projections

		FY 2009					
MATTHEWS-FULLER	Target Fill Rate	estimated volumes added (based on FY 03-08)	estimated volumes discarded	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
	0.85	1,450	250	3,162	2,847	315	90%
		FY 2010					
MATTHEWS-FULLER	Target Fill Rate	estimated volumes added (based on FY 03-08)	estimated volumes discarded or transferred to Dana	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
	0.85	1,250	4,500	3,162	2,465	697	78%
		FY 2011					
MATTHEWS-FULLER	Target Fill Rate	estimated volumes added (based on FY 03-08)	estimated volumes discarded or transferred to Dana	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
	0.85	1,250	250	3,162	2,582	580	82%
		FY 2012					
MATTHEWS-FULLER	Target Fill Rate	estimated volumes added (based on FY 03-08)	estimated volumes discarded or transferred to Dana	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
	0.85	1,100	250	3,162	2,682	480	85%
		FY 2013					
MATTHEWS-FULLER	Target Fill Rate	estimated volumes added (based on FY 03-08)	estimated volumes discarded or transferred to Dana	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
	0.85	1,100	4,250	3,162	2,312	850	73%
		FY 2014					
MATTHEWS-FULLER	Target Fill Rate	estimated volumes added (based on FY 03-08)	estimated volumes discarded or transferred to Dana	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
	0.85	1,100	250	3,162	2,412	750	76%

		FY 2015					
MATTHEWS-FULLER	Target Fill Rate	estimated volumes added (based on FY 03-08)	estimated volumes discarded or transferred to Dana	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
	0.85	1,100	250	3,162	2,512	650	79%
		FY 2016					
MATTHEWS-FULLER	Target Fill Rate	estimated volumes added (based on FY 03-08)	estimated volumes discarded or transferred to Dana	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
	0.85	1,100	250	3,162	2,612	550	83%
		FY 2017					
MATTHEWS-FULLER	Target Fill Rate	estimated volumes added (based on FY 03-08)	estimated volumes discarded or transferred to Dana	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
	0.85	1,100	250	3,162	2,712	450	86%
		FY 2018					
MATTHEWS-FULLER	Target Fill Rate	estimated volumes added (based on FY 03-08)	estimated volumes discarded or transferred to Dana	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
	0.85	1,100	4,250	3,162	2,341	821	74%
		FY 2019					
MATTHEWS-FULLER	Target Fill Rate	estimated volumes added (based on FY 03-08)	estimated volumes discarded or transferred to Dana	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
	0.85	1,100	250	3,162	2,441	721	77%
		FY 2020					
MATTHEWS-FULLER	Target Fill Rate	estimated volumes added (based on FY 03-08)	estimated volumes discarded or transferred to Dana	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
	0.85	1,100	250	3,162	2,541	621	80%

Paddock Library Shelving Projections

		FY 2008					
Paddock PRINT	Target Fill Rate	estimated volumes added (based on FY 05-07)	estimated volumes discarded (based on FY 05-07)	linear feet shelving in library	linear feet of volumes in library after final allocation move to Storage	linear feet of shelving available in library after final allocation move to Storage	% Filled
	0.85	1,266	139	4,055	3,415	640	84%
		FY 2009					
Paddock PRINT	Target Fill Rate	estimated volumes added (based on FY 05-07)	estimated volumes discarded (based on FY 05-07)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
	0.85	1,266	139	4,055	3,548	507	87%
		FY 2010					
Paddock PRINT	Target Fill Rate	estimated volumes added (based on FY 05-07)	estimated volumes discarded (based on FY 05-07)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
	0.85	1,266	139	4,055	3,680	375	91%
		FY 2011					
Paddock PRINT	Target Fill Rate	estimated volumes added (based on FY 05-07)	estimated volumes discarded (based on FY 05-07)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
	0.85	1,266	139	4,055	3,813	242	94%
		FY 2012					
Paddock PRINT	Target Fill Rate	estimated volumes added (based on FY 05-07)	estimated volumes discarded (based on FY 05-07)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
	0.85	1,266	139	4,055	3,945	110	97%
		FY 2013					
Paddock PRINT	Target Fill Rate	estimated volumes added (based on FY 05-07)	estimated volumes discarded (based on FY 05-07)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
	0.85	1,266	139	4,055	4,078	-23	101%

		FY 2014					
PADDOCK PRINT	Target Fill Rate	estimated volumes added (based on FY 05-07)	estimated volumes discarded (based on FY 05-07)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
	0.85	1,266	139	4,055	4,211	-156	104%
		FY 2015					
PADDOCK PRINT	Target Fill Rate	estimated volumes added (based on FY 05-07)	estimated volumes discarded (based on FY 05-07)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
	0.85	1,266	139	4,055	4,343	-288	107%
		FY 2016					
PADDOCK PRINT	Target Fill Rate	estimated volumes added (based on FY 05-07)	estimated volumes discarded (based on FY 05-07)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
	0.85	1,266	139	4,055	4,476	-421	110%
		FY 2017					
PADDOCK PRINT	Target Fill Rate	estimated volumes added (based on FY 05-07)	estimated volumes discarded (based on FY 05-07)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
	0.85	1,266	139	4,055	4,608	-553	114%
		FY 2018					
PADDOCK PRINT	Target Fill Rate	estimated volumes added (based on FY 05-07)	estimated volumes discarded (based on FY 05-07)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
	0.85	1,266	139	4,055	4,741	-686	117%
		FY 2019					
PADDOCK PRINT	Target Fill Rate	estimated volumes added (based on FY 05-07)	estimated volumes discarded (based on FY 05-07)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
	0.85	1,266	139	4,055	4,873	-818	120%

PADDOCK PRINT	Target Fill Rate	FY 2020					
		estimated volumes added (based on FY 05-07)	estimated volumes discarded (based on FY 05-07)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
	0.85	1,266	139	4,055	5,006	-951	123%

Rauner Library Collections & College Archives Space Projections

Due to the nature of Special Collections materials, projecting the shelving space needed based on the latest acquisitions figures is difficult because of the varying sizes of the material purchased, both in scope and physically. When Rauner Library is offered a collection to purchase, the Head of Special Collections must first determine how much space is required and then decide if the space needed creates a cost benefit.

The shelving for materials in Webster Hall and Baker-Berry C Annex are configured to house the current collections ranging in size from 2 inches to 48 inches and larger, including: books, boxed manuscripts, photographs, realia, and material shelved in oversize and plan cases. The rare book collections, primarily shelved in levels 2-4 of Webster Hall, are collections that only grow and rarely, if ever, see any de-accessioning. Baker-Berry Library Annex C is 100% full with both books and boxed collections.

The College Archives will steadily be receiving paper for the next 20 – 30 years and some future archival materials will remain within the oversight of Records Management for another 50 – 75 years. *By 2020, the archival collection will grow by 8,000 – 10,000 linear feet, approximately 500 boxes annually.* Many of these boxes will need to remain on the Records Management shelving due to lack of secure, on-campus collections space. Currently, there are *20,000 linear feet of material off-campus at Records Management and a small amount at the Storage Library.*

Sherman Library Shelving Projections

		FY 2008					
SHERMAN ART LIBRARY	Target Fill Rate	estimated volumes added (based on FY 05-07)	estimated volumes discarded (based on FY 05-07)	linear feet shelving in library	linear feet of volumes in library after final allocation move to Storage	linear feet of shelving available in library after final allocation move to Storage	% Filled
	0.85	3,192	44	13,289	10,307	2,982	78%
		FY 2009					
SHERMAN ART LIBRARY	Target Fill Rate	estimated volumes added (based on FY 05-07)	estimated volumes discarded (based on FY 05-07)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
	0.85	3,192	44	13,289	10,677	2,612	80%
		FY 2010					
SHERMAN ART LIBRARY	Target Fill Rate	estimated volumes added (based on FY 05-07)	estimated volumes discarded (based on FY 05-07)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
	0.85	3,192	44	13,289	11,048	2,241	83%
		FY 2011					
SHERMAN ART LIBRARY	Target Fill Rate	estimated volumes added (based on FY 05-07)	estimated volumes discarded (based on FY 05-07)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
	0.85	3,192	44	13,289	11,418	1,871	86%
		FY 2012					
SHERMAN ART LIBRARY	Target Fill Rate	estimated volumes added (based on FY 05-07)	estimated volumes discarded (based on FY 05-07)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
	0.85	3,192	44	13,289	11,788	1,501	89%
		FY 2013					
SHERMAN ART LIBRARY	Target Fill Rate	estimated volumes added (based on FY 05-07)	estimated volumes discarded (based on FY 05-07)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
	0.85	3,192	44	13,289	12,159	1,130	91%

		FY 2014					
SHERMAN ART LIBRARY	Target Fill Rate	estimated volumes added (based on FY 05-07)	estimated volumes discarded (based on FY 05-07)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
	0.85	3,192	44	13,289	12,529	760	94%
		FY 2015					
SHERMAN ART LIBRARY	Target Fill Rate	estimated volumes added (based on FY 05-07)	estimated volumes discarded (based on FY 05-07)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
	0.85	3,192	44	13,289	12,899	390	97%
		FY 2016					
SHERMAN ART LIBRARY	Target Fill Rate	estimated volumes added (based on FY 05-07)	estimated volumes discarded (based on FY 05-07)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
	0.85	3,192	44	13,289	13,270	19	100%
		FY 2017					
SHERMAN ART LIBRARY	Target Fill Rate	estimated volumes added (based on FY 05-07)	estimated volumes discarded (based on FY 05-07)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
	0.85	3,192	44	13,289	13,640	-351	103%
		FY 2018					
SHERMAN ART LIBRARY	Target Fill Rate	estimated volumes added (based on FY 05-07)	estimated volumes discarded (based on FY 05-07)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
	0.85	3,192	44	13,289	14,011	-722	105%
		FY 2019					
SHERMAN ART LIBRARY	Target Fill Rate	estimated volumes added (based on FY 05-07)	estimated volumes discarded (based on FY 05-07)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
	0.85	3,192	44	13,289	14,381	-1,092	108%
		FY 2020					
SHERMAN ART LIBRARY	Target Fill Rate	estimated volumes added (based on FY 05-07)	estimated volumes discarded (based on FY 05-07)	linear feet shelving in library	linear feet of volumes in library	linear feet of shelving available in library	% Filled
	0.85	3,192	44	13,289	14,751	-1,462	111%

Appendix D

Library Associations & Memberships

ORGANIZATION	CONTRIBUTION	COST
Association of Research Libraries	123 libraries at comprehensive, research-extensive institutions in the US and Canada that share similar research missions, aspirations, and achievements. Dartmouth's membership provides access to scholarship in support of faculty research and teaching that the Library otherwise may not purchase.	\$23, 704
Borrow Direct	Borrow Direct is a highly valued service providing access to books not available at Dartmouth as well as joint collection development opportunities to enhance Dartmouth's holdings and the availability of additional materials among the institutions.	TBD with changes in software and hiring a project manager.
Center for Research Libraries	CRL provides cost-effective, cooperative programs that provide reliable access through traditional and electronic means to unique and unusual collections of library materials that are in all appropriate formats, international in scope, and comprehensive in disciplines.	\$47,000
LOCKSS (Lots of Copies Keep Stuff Safe)	An international community initiative that provides libraries with digital preservation tools and support so that they can easily and inexpensively collect and preserve their own copies of authorized e-content.	\$9,600
NorthEast Research Libraries Consortium (NERL)	NERL's objectives of access and cost containment, joint licensing, and possible joint deployment of electronic resources, with a focus on primarily on expensive resources, saves the library the cost of acquiring information >100X its annual membership fee.	\$3,500
Portico	Preserves scholarly literature published in electronic form and ensures that the materials remain accessible to future scholars, researchers, and students.	\$9,100

Appendix E
Material Discard Checklist
Draft December 2008

The following checklist will be refined and revised by the Association Librarian for Information Resources in consultation with the Collections Management and Planning Group (CMPG).

TITLE
CALL NUMBER
PUBLISHER
VOLUMES TO DE-ACCESSION
DISCONTINUED?
ROLLING BACKFILE DATE TO CONSIDER?
JSTOR?
OWNED ARCHIVE?
PORTICO?
LOCKSS?
CRL/JSTOR PRINT COMPLETE?
IF NO, DONATION?
LIST OTHER ACCESSIBLE ARCHIVE(S)
FACULTY APPROVAL?
RAUNER INTEREST?
TARGET DATE FOR REMOVAL
NOTES

Appendix F

Criteria and Conditions for Shelving Materials at Records Management

Criteria for Selecting Materials for Records Management

- Materials determined to have no or extremely low circulation.
- Microform sets available electronically. The sets get very little use and are more likely to be accessed electronically, yet housing at Records Management will allow access if necessary.
- Print material available electronically without guaranteed access to the back files. Titles available for de-accessioning in the future, such as JSTOR, will not be sent to avoid multiple processing efforts and transfers.
- Print material not available electronically, but with extremely low use.

Conditions for Shelving Materials at Records Management:

- All material must be contained in a Records Management Paige box; exceptions may be made for oversize items, such as maps.
 - All material sent must be barcoded and identified at the box level with an enclosed “packing list”. All material in boxes will be individually barcoded and identified to allow easy retrieval for any item, if necessary. Every attempt to send materials classified as “dead storage” will be made.
 - Sending libraries will perform all prep work and absorb whatever costs accrue.
 - Cataloging and Metadata Services will create a location code for the transferred materials and will need to provide extensive records maintenance.
-

Appendix G Underground Vaults & Storage, Inc.

Underground Vaults & Storage²⁵ was identified as a possible site for deep storage of materials. The company is located in the Midwest with three underground vaults and three above ground storage facilities; their representative recommended the underground facility in Hutchinson, Kansas as a low cost option for dead storage. We requested a quote based on a scenario of storage for 100,000 volumes. UVS provided a quote of \$17,575 one time fee to process the incoming collection and an annual storage cost of \$17,508. Retrieval and restocking fees are \$2.85 per item plus shipping. Books do not need special barcode placement; all books would have to be packed into boxes and each box inventoried similar to the Records Management scenario. UVS is willing to retrieve either the entire box or items within the box.

Pricing and Storage Estimate for Dartmouth College Library

Provided by Underground Vaults & Storage, Inc.

Prepared November, 2008

Amount of Material:

Storage of approximately 6,632 cubic foot boxes of book volumes and film.

New Receipt of Material:

One time fee with approx. 6632 boxes @ \$2.65 = **\$17,574.80**

Annual Storage Lease Rates:

Storage of approx. 6632 boxes @ \$2.64 per cubic foot **\$17,508.48**

Other charges:

Retrieval of book or box: \$2.85

Refills ~ Interfiles: \$2.85

²⁵ Underground Vaults and Storage. <http://www.undergroundvaults.com/>

Appendix H New England Regional Depository

The New England Regional Depository²⁶ (NERD) is located in Franklin, Massachusetts. It is maintained and managed by William B. Meyer, Inc.²⁷, a firm specializing in transportation and storage, in partnership with NELINET²⁸, a multi-type library cooperative in New England, of which Dartmouth is a member.

Costs depend on the number of volumes, the size of the items, how often items are retrieved, how items are delivered after retrieval, and the length of storage, among other factors. There are additional costs for preparation of material, including barcoding and transportation, and for special formats such as microforms and videotapes. NERD requires that barcodes be placed on the item in a different location than Dartmouth places them. They offer a service for barcode duplication at additional cost.

We requested a quote based on a scenario of 100,000 volumes (50% average-sized journal volumes and 50% average-sized books) to be stored 5-10 years, with relatively little circulation/retrieval. The following quote indicates that for such a scenario there would be \$28,500 in initial one-time costs and annual costs of \$62,666, including estimated shipping costs for retrieved items. They also quote an optional \$27,000 for "Full-Service Pick Up" or transportation of the material to NERD. We did not request a quote for barcode duplication and affixing, which would probably be needed.

²⁶ New England Regional Depository. <http://www.nelinet.net/deposit/>

²⁷ William B. Meyer. <http://www.williamsbmeyer.com/>

²⁸ NELINET. <http://www.nelinet.net>



**WILLIAM
B. MEYER**

Price Quotation for:

Dartmouth College

11/7/2008

Estimated Quantity to Store: **100,000** items

Required Services	UNIT COSTS		ITEMIZED COSTS		TOTAL COSTS	
	Items	Unit Cost	Meyer Cost	NELINET	One Time	Annual
Preparatory Costs						
NELINET Membership Fee					\$2,500.00	
Meyer IT Support			\$1,000.00			
Moving: basic relocation						
Subtotal: Preparatory costs			\$1,000.00		\$3,500.00	\$0.00
Initial Processing [1]						
Tray A (10.25"H X 6.75"W)	13,900	\$0.25	\$3,475.00			
Tray B (10.25"H X 6.75"W)	44,600	\$0.25	\$11,150.00			
Tray C (12.25"H X 8"W)	17,900	\$0.25	\$4,475.00			
Tray D (14.25"H X 9.75"W)	10,900	\$0.25	\$2,725.00			
Tray E (16.25"H X 12.25"W)	2,100	\$0.25	\$525.00			
Tray G + (Oversize)	10,600	\$0.25	\$2,650.00			
Flat/Folio (18"X18"X6")		\$0.25	\$0.00			
Archive Box		\$0.25	\$0.00			
Manuscript Box		\$0.25	\$0.00			
1/2 Manuscript Box		\$0.25	\$0.00			
Other (per cubic foot)		\$0.25	\$0.00			
Subtotal: Initial Processing	100000		\$25,000.00		\$25,000.00	
Storage Rates [2]						
			# of trays			# items/tray
Tray A	13,900	\$3.35	772	\$2,586.94		\$2,586.94
Tray B	44,600	\$3.35	3,186	\$10,672.14		\$10,672.14
Tray C	17,900	\$4.70	1,627	\$7,648.18		\$7,648.18
Tray D	10,900	\$6.60	1,090	\$7,194.00		\$7,194.00
Tray E	2,100	\$9.40	233	\$2,193.33		\$2,193.33
Tray G + (Oversize)	10,600	\$10.60	1,309	\$13,871.60		\$13,871.60
Flat/Folio (18"X18"X6")		\$4.00		\$0.00		\$0.00
Archive Box		\$5.00		\$0.00		\$0.00
Manuscript Box		\$3.80		\$0.00		\$0.00
1/2 Manuscript Box		\$1.90		\$0.00		\$0.00
Other (per cubic foot)		\$4.35		\$0.00		\$0.00
Subtotal: Annual Storage	100,000		8217	\$44,166.21		\$44,166.21
Retrievals [3]						
			# retrieved			
Pull from shelf	2.0%		2,000	\$8,000.00		\$8,000.00
E-delivery	50.0%		1,000	\$2,500.00		\$2,500.00
Ground Delivery	50.0%		1,000	\$8,000.00		\$8,000.00
Subtotal: Retrievals	0			\$18,500.00		\$18,500.00
Total: Required Services				\$88,666	\$28,500	\$62,666

Optional Services	Unit Cost	Meyer Cost	One Time	Annual
Duplicating barcodes	0	\$0		
Deaccession	0	\$0		
Full Service Move [4]	0	\$0		
Total: Optional Services	0	\$0	\$0	

Required and Optional	Meyer Cost	One Time	Annual
Grand Total	\$88,666	\$28,500	\$62,666

Footnotes:

- [1] Assumes all items are barcoded and barcodes are on the outside cover of the book
- [2] Assumes average size distribution of material. Charges will be adjusted in accordance with actual tray sizes.
- [3] Assumes relatively inactive material @ 2% retrieval rate per year. Cost based on 50% ground deliver and 50% electronic delivery
- [4] William B. Meyer's Library Relocation Division can provide full service pick up. Dartmouth College to provide hardcopy list of material to be pulled. Meyer staff will provide all supervision, labor, equipment and materials to select, pack and move all designated collections to New England Regional Depository. Estimated cost: \$26,000. - \$28,000. Estimate timeline: 5 days

SUMMARY:

Nelinet Membership Fee	\$2,500.00
One Time IT Support & Accessioning	\$26,000.00
Annual Storage	\$44,166.21
Annual Retrieval	\$18,500.00
Optional Full Service Pick Up	\$27,000.00

Appendix I

JSTOR Discards and Potential Collections Space Yielded

In 1999, a Dartmouth Library report²⁹ found that JSTOR space savings would amount to 1100 linear feet. In 1999 there were 115 JSTOR journals. In 2008, there are over 1135 JSTOR titles listed on its website--though some of the 2008 JSTOR titles are title variations of a single serial. Complete measurements of JSTOR journals will need to be done.

Using numbers from the 1999 study, rough projections can be made as to how much space JSTOR journals can yield for the purposes of future planning.

Adding 100 linear feet for 10 years of growth space (using 9 volumes as roughly equaling a linear foot) for 115 titles equals 1,200 linear feet

- Using 10 as a multiplier, which represents additional journal titles:

$$1,200 \times 10 = 12,000 \text{ linear feet}$$

- Using 8 and 7 as more realistic (taking into account title variations and print journals that cannot be de-accessioned) multipliers:

$$1,200 \times 8 = 9,600 \text{ linear feet}$$

$$1,200 \times 7 = 8,400 \text{ linear feet}$$

- Using other multipliers to suggest possible stages in a JSTOR de-accessioning project:

$$1,200 \times 6 = 7,200 \text{ linear feet}$$

$$1,200 \times 4 = 4,800 \text{ linear feet}$$

²⁹ Dartmouth College Library. Task Force on Library Storage Alternatives. Final Report. 3 December 1999