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Collections Work Team Essence Notes

Collections Work Team (formerly Collections  
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# Collections Work Team Essence Notes

Jessica Minihan

Georgia Southern University, [jminihan@georgiasouthern.edu](mailto:jminihan@georgiasouthern.edu)

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## Collections Meeting

September 19, 2016

Attendees: Paolo Gujilde, Jessica Williams, Greg Vaughan, Jeff Mortimore, Debra Skinner, Beth Russell, Fred Smith, Jessica Minihan, Jennifer Gerrald, Dana Dreger, and Kim Hall

### Collection Footprint Proposal:

Paolo presented his collections proposal (attached below).

Jeff suggested that part 1 of the proposal be moved to the end because the rolling date wall for items that are eligible to be moved to the ARC is a recommended practice that supports the main point of the proposal described in section 3.

The group further discussed whether the order of the items in the proposal should be reversed. In light of these concerns, Paolo will restructure the proposal before he submits it to the Library Faculty as a recommendation from the Collections Work group.

We then voted on the individual parts of the proposal. Everyone agreed to the proposals in spirit and in concept.

### Other topics:

Fred asked if there are many items that are being reviewed for relocation to the ARC. Debra said that the on-going project to move items from the shelves to the ARC and vice-versa is not as big of a concern now as it was at one time.

## Collection Team Proposal

September 2016

The Collections Work Team proposes to: 1.) Change to a rolling publication date of 10 years in determining book candidates for ARC rather than the current cutoff date of 2000. Candidates will be decided based on condition and subject; 2.) Consolidate All Books in “T” LC range into an adjacent location; and 3.) Freeze LC ranges shelving footprint.

Since the completion of Henderson Library’s expansion in 2008, books with 2000 and later publication dates have been housed in main stacks. The books in the main stacks and in the ARC have been re-shelved and relocated on an ongoing basis. Shifting and changing catalog locations has been a tremendous undertaking by both Access and CRS departments in which books have been constantly moved in different locations and/or shifted in the main stacks. The constant shifting of books added time and effort to an already busy schedule for both Access and CRS. The shifting of books may have contributed to the confusion of the main stacks layout in which there is no consistency of where LC ranges start and end. The shelving locations of the LC range “T” adds to the confusion of the main stacks--half of the books are located in one area and the other half are located at the opposite side of the building.

Additionally, in Fall 2015, Henderson Library suspended the traditional automatic approval plan (acquisition) of books in favor of a demand-driven acquisition model (DDA). DDA and the increase in purchase of electronic books both provide flexibility to the annual budget for books and affords the library shelf space that otherwise would have been allotted to books purchased via automatic approval plans. The automatic approval plan or acquisition of books added to the constant shifting of books in the main stacks.

In conclusion, the constant shifting coupled with the decrease in physical book purchases has created an opportunity to define the main stacks thoughtfully and provides an opportunity to make the main stacks more manageable for library staff as well as clearer to the library users.

1. Change to a rolling publication date of 10 years in determining book candidates for ARC rather than the current cutoff date of 2000. Candidates will be decided based on condition and subject.
  - a. The library will adopt a rolling 10 year relocation policy. Books in the main stacks with a publication date older than 10 years will be candidates for relocation to the ARC as shelves become full. For example, books published before 2006 will be considered for relocation to the ARC, and this date will shift each year.
  - b. Relocation of books projects will have scope and procedures that will be set accordingly on a project-by-project basis. Scope could include circulation data, relevancy, book condition, number of various editions, and project deadlines.

- c. Access and CRS departments, with input from Library Liaisons, will establish a project scope. Currently established guidelines for relocation of books to the ARC will continue in large part with the major change being a rolling 10 year date rather than an automatic date of pre-2000 as well as the need to maintain the current footprint.
  2. Consolidate all “T” range books into one shelving area
    - a. “T” LC range books will be consolidated into one area of the library so as to avoid the split of this collection to opposite sides of the building.
    - b. Currently, “T” is split into two sections: T-TJ located on the main 3<sup>rd</sup> floor stacks area towards Carroll Building, and TK-TZ located by the ARC area/Oversize books.
    - c. TK-TZ will be consolidated to the T-TJ area after a relocate to the ARC process.
    - d. The ARC/Oversize area will be left with U-Z range and Oversize Books. Some shelving units can be removed to accommodate more student space and easy access to Study Rooms and ARC viewing area.
  3. Establish and Freeze LC Range Shelving Footprint
    - a. The library will freeze the current shelving footprint so that each LC range has a designated number of shelving units. After the consolidation of “T” range books, the library main stacks will have a defined layout and thus the shelving footprint can remain constant. The shelving footprint will be reviewed as necessary by the Collections Work Team through suggestions from library staff and faculty.
    - b. In instances in which a defined shelving space is in need of room, relocation to the ARC will be instituted as stated on item 1 (see above).