Moving collections to an off site facility:

Some things to keep in mind

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Today we will cover:

• The off site facility
• What to send off site
• Staffing
• Shelving options
• Transportation
• Retrievals and refiles
• Policies
The off site facility itself

What to keep in mind:

• Location
• HVAC
• Ceiling height
• Fire suppression
• Security (fencing, alarms, keys, pest control, etc.)
• Work space for staff, parking
• Weather in your area (flooding, tornados)
• Loading dock
• Technology
Collections to transfer

What to keep in mind:

• Working with staff and user community on selection criteria

• Possible selection criteria:
  • Low use materials
  • Items that have electronic equivalents
  • Items with clear records retention schedules
  • Unprocessed collections

• Importance of updating your catalog/finding aid
  • Accuracy
  • Timeliness
Staffing the facility

What to keep in mind:

• Initial load in
• Retrievals
• Maintenance
• New deposits
• Scanning facilities
• Skill sets
• Security
Shelving at the facility

What to keep in mind:

• Increased height options
• Different offsets
• How to organize the materials?
  • Call number
  • Collection number
  • By size
• High density (Harvard style)
• Special inventory management software (IMS)
Retrievals and refiles

What to keep in mind:

• Retrievals
  • How often?
  • How to alert staff assigned to offsite retrievals to the request?
  • Local scanning options?

• Refiles (aka reshelving)
  • Timely manner
  • Accuracy
Transportation of materials

What to keep in mind:

• Between main and offsite facility
  • Box truck
  • Lift gate
  • Very valuable in the Cab

• Within the facility
  • Book trucks
  • Pallet racking
  • Pallet Jack
  • Fork lift
  • Tubs for retrievals
Policies and shared print programs

What to keep in mind:

- Permanence
- Single copy
- Shared Print programs
Question & Answer

Questions – Ask a Librarian: Preservation
https://ask.loc.gov/preservation/

Blog – Guardians of Memory: Preserving the National Collection
http://blogs.loc.gov/preservation/

Online Resources – Preservation Directorate Website
https://www.loc.gov/preservation/