



Policy: 320
Subject: REMOTE/LIMITED ACCESS STORAGE

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PURPOSE

The storage of materials is not intended as a substitute for weeding. Decisions concerning storage will inevitably connect with decisions concerning conversion to alternate formats. Any such decisions will be made considering the overall requirements of the library system as well as those of the individual units.

DEFINITION

Storage, according to a definition of the Association of Research Libraries, "signifies the removal of conventionally catalogued or processed units from their normal location in the stack sequence to a location in which accessibility for consultation or browsing is reduced in the interests of increasing stack space." [*Serials Librarian* 10 (Fall/Winter 1986/87):201-210]

POLICY

Responsibility for storage of materials rests with the Associate Director, Collections, or his/her designate. Decisions regarding items to be placed in storage are the responsibility of Unit Heads. Decisions regarding access to materials held in storage for borrowers rests with the Associate

Director, Information Services and Systems in consultation with the Unit Heads.

STORAGE SELECTION CRITERIA AND GUIDELINES

- Items which are seldom used.
- Only items which are catalogued and barcoded, or are in some other way made accessible to the public (eg. inventories, listings), will be placed in storage.
- Only one copy of a UML item will be held in storage and it must be the last remaining copy (see Last Remaining Copy and/or Exceptions below).
- Duplicate Items:
 - More than one copy in a unit:
 - A unit holding more than one copy of an item because of its high usage must retain all copies in the unit.
 - Items held in more than one unit:
 - When an item is duplicated in more than one UML location and it is determined by one unit that the item remain on the open stacks, remaining copies in other locations cannot be placed in storage. A choice must be made to retain the item in the unit, offer it to the unit retaining their copy or discard it from the collection.
- Last remaining copy:
 - If all other copies have been discarded, the last remaining copy may be a candidate for storage.
- Journals:
 - The decision regarding storage of journals remains the responsibility of the unit, as does the determination of the specific cut off dates (the year at which certain volumes remain in the unit and earlier volumes go to storage) for the print journals for that specific library.
 - Where UML journals are held in both print and electronic format, the print volumes are prime candidates for storage. This is particularly the case for titles which are available in archival or well established databases such as JSTOR, Project Muse and Proquest.
 - As per the criteria for the last remaining copy (see above), only the last remaining print copy of a UML journal will be held in storage.
- Exceptions:
 - More than one copy may be stored only in cases of special circumstance.

Consultation with the Coordinator, Collections Management, is required to determine the appropriate placement.

- Storage may not be used for the storage of items from other University facilities or departments unless authorized by the Director's Office, Libraries.

CURRENT STORAGE LOCATIONS AND ACCESS SERVICES

Dafoe Storage (Room 23)

- houses material from the William R. Newman, Elizabeth Dafoe, Donald W. Craik Engineering and Albert D. Cohen Management libraries
- no public access is provided

Tunnel Storage (E3-160 Engineering)

- houses material from the Architecture and Fine Arts and D. S. Woods Education libraries
- public access is provided for browsing on a limited basis by appointment only at the discretion of the Unit Head.
- Contact: Circulation Desk of the relevant owning library

Tunnel Storage (E3-175 Engineering)

- houses material from the St. John's College and Eckhardt-Gramatte Music libraries
- public access is provided for browsing on a limited basis by appointment only at the discretion of the Unit Head
- Contact: Circulation Desk of the relevant owning library

The following libraries have storage facilities within the unit and do not provide public browsing access: the E. K. Williams Law Library, Sciences and Technology Library, Neil John Maclean Health Sciences Library and the Deer Lodge Centre Library.

An item requested from storage will normally be made available or sent enroute to the pickup location within 24 hours (weekdays).

Items borrowed from storage may be returned to any unit library.

PROCEDURES

Circulation

1. The majority of items in storage are identified in BISON by the owning or home library and the current location 'Storage'.
2. Items are requested by the borrower by using the Request function and selecting a pickup location in BISON.

Items which have a 'non-request' status are requestable by using the Storage Request form. Storage Request forms submitted in units other than the owning library should be faxed to the unit which retrieves items from storage:

<u>Owning Unit</u>	<u>Retrieving Unit</u>
Agriculture	Fax to Elizabeth Dafoe Library
Elizabeth Dafoe	" "
Engineering	" "
Management	" "
Architecture/Fine Arts	Fax to Architecture/Fine Arts
Education	Fax to Education
Music	Fax to Architecture/Fine Arts
St. John's College	Fax to St. John's College
Sciences & Technology	Fax to Sciences and Technology
NJM Health Sciences	Fax to NJM Health Sciences
Law*	Fax to Law
Deer Lodge Centre Library	Fax to Deer Lodge Centre Library

*The majority of the materials held in Law Storage are noncirc/nonrequest and are for use in-library only. Upon the receipt of a Storage Request form, the material will be brought up to the Circulation Desk for the patron to use in the library.

3. Storage requests made using the Request function in BISON will appear on the owning unit's Hold Pickup List.

Some items in Dafoe Storage (Room 23) may already reflect Dafoe Storage as a location, even if the owning library is different, in which case the Request will appear on Dafoe's Hold Pickup List.
4. The item is retrieved from storage and a blue "Storage" label is applied. If the item is not barcoded, a brief title record is created for the item. The item is placed on the hold shelf or routed to the unit which has been specified by the borrower as the "pick-up location."
5. Items returned by borrowers are discharged and routed as appropriate.

Shipping

1. Unit staff are responsible for contacting the Truck Messenger Services for shipment of material, and for unpacking or packing of boxes of material for storage.
2. Material shipped to Dafoe Storage will be placed in Room 23, Elizabeth Dafoe Library, by Shipping staff.

Security Services

The Director's Office, Libraries will notify Security Services on an annual basis regarding staff to contact in emergency situations in matters concerning remote storage areas.

Maintenance

The owning library is responsible for maintaining its portion of a storage area in a tidy fashion. Exits and aisles should not be blocked with library materials or boxes. Empty boxes should be discarded promptly or stored in a compact fashion.

Physical Plant may be requested to clean floors.

Attachment - 1. Storage Request Form



STORAGE REQUEST

Name: _____ ID #: _____
(Surname, First Name)

Please note: Times and places for picking up requested items may vary. Please consult staff for details.

AUTHOR: _____

BOOK / PERIODICAL: _____

VOL./ISSUE: _____ DATE: _____ PAGES: _____

CALL NUMBER: _____

VERIFIED IN STORAGE: Yes No

AUTHOR: _____

BOOK / PERIODICAL: _____

VOL./ISSUE: _____ DATE: _____ PAGES: _____

CALL NUMBER: _____

VERIFIED IN STORAGE: Yes No

AUTHOR: _____

BOOK / PERIODICAL: _____

VOL./ISSUE: _____ DATE: _____ PAGES: _____

CALL NUMBER: _____

VERIFIED IN STORAGE: Yes No

Staff Use:

Date / Time: _____ Request take by: _____

Requesting Library: _____ Transmitting ____ pages.

Requesting Library phone number: _____