

# MAKE WAY:

*Creativity and consideration during large-scale shifts in physical document collections*

## BACKGROUND

In 2019, librarians were required to make room for another department moving in on the first floor of Lockwood Library, home to the government document collection.

Space was previously made for the Science & Engineering reference collection in 2015. In addition, Music would soon be moving to join Arts & Social Sciences on other floors.

~7,000 linear ft. in gov docs collection	1,207 items scanned	800 items submitted to HathiTrust
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Note: This is an ongoing project. Scanned and submitted numbers are from spring 2020. This project was delayed during summer 2020 due to COVID and has recently restarted.

## CHALLENGES

- With the incoming department and continued space restrictions, there was nowhere to move the entire government collection.
- Specific challenges included:
- Maintaining the integrity of the UB collection for researchers according to collection development policy.
  - Continuing to provide access while the shift was in progress.
  - Withdrawing large amounts of documents with limited staff resources.
  - Ensuring items with inserts and fold out maps are properly assessed.

## COLLECTION CONSIDERATIONS

It was essential to keep anything related to the Buffalo area, Western New York, or the Great Lakes. Special consideration was taken to maintain integrity of highly used and comprehensive holdings (NASA, Census, statistical series, etc.)

## WITHDRAWAL CRITERIA

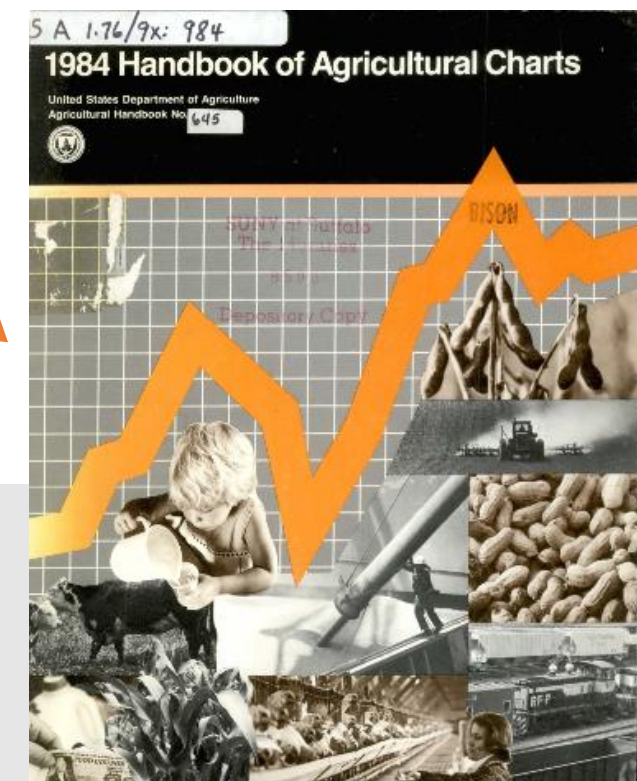
Existing document collections in HathiTrust were used as the baseline for making initial withdrawal decisions. All documents still received individual consideration before any official decision was made. Anything not already digitized in HathiTrust was marked for digitization. Exceptions included loose leaf pages, brochures, etc.

The government document Librarian involved other subject librarians whose faculty use materials in their instruction and/or research.

## OPPORTUNITIES

- Users can now discover government documents in general stacks while browsing.
- Large numbers of previously uncatalogued documents, both physical and digital, are now discoverable in the catalog system.
- UB Libraries is contributing entirely unique materials to HathiTrust.

Digitized document from the Department of Agriculture



## WORKFLOW

