

DEPOSITORY LIBRARY COUNCIL

OFF-SITE STORAGE WORKING GROUP

2015 FOLLOW-UP SURVEY RESULTS

This report was prepared by a working group of the Depository Library Council (DLC), an advisory committee to the Director and the Superintendent of Documents of the U.S. Government Publishing Office.

The survey, which ran from March 2 to March 13, 2015, was a targeted supplemental survey sent to respondents of the first survey who indicated they would be willing to address additional questions. The purpose was to clarify and gain more information about Federal depository library housing of collections in on-site or off-site storage. Each respondent was eligible to respond once. Twenty-six out of forty responded.

Initial survey results were presented during a program entitled “Return of the UFOs (Unbrowseable Federal Objects): Continuing to Develop Best Practices for Storing and Retrieving Documents in On-site and Off-site Storage” at the 2015 Depository Library Council Virtual Meeting. The collected data was used to develop best practices for on-site and off-site storage of tangible resources received through the Federal Depository Library Program.

Off-Site Storage Working Group

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NOTE: Demographic and other information that might identify an individual or library have been modified or deleted from this publication.

1: Scenario: Researcher's topic is welfare issues in the 1980's. The researcher doesn't know it yet, but relevant annual reports were published by a federal agency during that time period, and some of them may be in your closed stacks or off-site storage. At one end of the scale your library catalog has fully descriptive bibliographic records with detailed item-level holdings identified and a keyword search would identify the relevant annual reports. At the other end of the scale your library catalog does not include any bibliographic record identifying the annual reports, so the researcher must realize that there might be a government document about his topic and figure out that there is a separate print or electronic index to use to learn that the annual reports were published, then he must submit a request for a library staff member to check the storage area to determine whether or not the relevant annual reports are held by the library. Where does your library fit? Describe for your library the process whereby the researcher would: discover the existence of the documents, and determine that our library actually has the specific years needed of the annual report.

- At this time, the bibliographic record would be in the catalog, there MIGHT be item records for each volume with the enum/chron or possibly only one item record with a holdings note as to the range of volumes available. By the end of the fiscal year all the materials will be on site and individually cataloged.
- Since we have no remote storage, 90% of our documents are in open stacks, and we have Marcive records from 1975 to present the question is moot.
- Library has records to the series level for all agencies. We maintain a historical shelf list to the item level for most series. Researcher either works with one of our area specialists and is referred to us or comes directly to us for assistance. We work with researcher to identify item in catalog and/or historic shelf list. We also retain old monthly catalog in the same area and consult frequently for unique items. Staff will then search shelves of storage facility with record in hand or will search shelf for possibility of the item.
- The only portion of our depository collection housed off-site that would contain reports is the Serial Set from the beginning through the mid-1990s cutoff with some significant gaps. Although we have a general Serial Set record in our catalog, the individual volumes are not listed; however, we do have the CIS indexes for the relevant time periods. Therefore, to discover the existence of the documents, a researcher would have to determine from the CIS index whether relevant reports are included in the Serial Set. Then, to determine whether or not we have the volume, they would have to search our holdings in the UNT Libraries Serial Set

Inventory (<http://digital.library.unt.edu/govdocs/ssi/browseInstitutions.php>) Not an ideal setup, I admit.

- Any documents that are available in print or electronically would be found by searching the catalog. Our older microfiche is not catalogued. If the researcher has the Su Doc number, we would search the microfiche to see if we had it. Except for some large collections, all of our government documents are stored in closed stacks and must be requested by the researcher.
- Although our library has analyzed a few bulletin and circular series, annual reports are always cataloged as simply that -- annual reports. The title might be "Report" or "Annual Report" and the subject would be extremely vague. It is highly unlikely we would have the word "welfare" as a subject for any federal agency's annual report. Even if the materials are shelved in the main library, it would be the rare researcher who seeks out annual reports for an agency without getting the tip somehow - either by seeing it in a bibliography of a secondary source, or by having a librarian make the suggestion. Increasingly we are seeing discovery of older government tangible resources facilitated through the full text searchability in HathiTrust. Still, even armed with even the agency name and title "Annual Report" it can be challenging to find the record in our library catalog. We see more positive results when we list resource on a subject-specific LibGuide, along with hotlinks into the catalog. Yet we don't entertain fantasies of being able to create LibGuides for every topic any researcher might need.
- We are in the process of cataloging the print collection, so records for A - Y 1.3 are available in our catalog for anyone to find. Of those items, the holdings records are complete, so the customer could see which years we have and which are missing. Our microfiche, microfilm and software collection has been completed catalogued. We would then pull the materials from our closed stacks area adjacent to the reference desk. Where possible, PURLs have been added to records for remote viewing.
- At this point, the only off-site storage government item is our Serial Set. However, here is the process the researcher would use if more resources were off-site. 1. Patron has 2 approaches: 1) Search our Library Catalog (Ex Libris) by either title or "Journals/Periodicals" (limits to just serial titles) to find record. Then check Holdings for specific title. On the off chance holdings are not given, researcher would contact our Service Desk for more help. Or 2) Search title, limiting to "Catalog Only" in Ebsco Discovery System (EDS) Then limit by Source Type - Magazines to find the serial record. Then check holdings record. If the Service Desk is unable to answer the patron's question, they would be referred to me for help.
- We have some annual reports concerning welfare. As long as the resource needed was from an item number we selected, our library catalog has fully descriptive bibliographic records with detailed item-level holdings available from a keyword search.
- For the 1980's our library catalog would have fully descriptive bib records with detailed item-level holdings. If in closed stacks the request for the items could be made through the catalog.
- Our documents are 100% cataloged, so there would be a record for the relevant agency's annual report (multiple records in the event of title changes over the years) and the holdings would be itemized by volume/year. Each individual volume/year within the title record would have a "Request" link for delivery from off-site storage. Historical records are generally not as

detailed as more modern ones, so the researcher would have to hit upon the right keywords to catch the agency name or subject headings, but overall I think these reports would be discoverable independently with the online catalog.

- If a researcher cannot find an item in our collection via the catalog, then the researcher would place either a regional consortium or interlibrary loan request. If our interlibrary loan dept suspects that we have the publication, they will contact the Government Documents staff. We check and if we do not have the item, we request it from another library. If we do have the item, we pull it and notify the requester.
- All of our docs are in off-site remote storage, and there is full cataloging and item-level holdings for nearly all documents. I say nearly all because there is a small percentage of monographic items still being processed. But all annual reports have been fully cataloged with item records.
 1. The user could discover these annual reports using a) our classic catalog interface, b) our next-gen catalog interface, or c) or discovery layer (Summon).
- For items stored off-site, they have been cataloged. At the very least, there is a series-level record in the system, so they would be able to see that we own a title. As for seeing the specific volumes owned, we also include a holdings statement that shows the volumes and years owned. For some items, we do have item level records as well.
- They would likely have to ask me directly if I thought any such reports existed (or perhaps our reference librarians, who would then refer the patron to me), and I'd use the Guide to U.S. Government Publications to find a sudoc number. Then I would either check our old, old giant electric (barely) cardex system to see if it was checked in on a card. Or better and faster yet, I might just go down to our closed stacks to see if it is there.
- All of our print government documents are cataloged at the item or series level, so the researcher would be able to discover those reports in our catalog. In this case, most likely the specific years would be listed in the record. Almost all series like this have individual "request it" buttons for each year, making it very easy to determine which years we have. Occasionally we have series that list just the years in the description, but our holdings are always very clear.
- Our library has catalogued all FDLP publications that have gone to Storage and the holdings statement includes date coverage. A researcher would first check the online catalog for our holdings to determine ownership and location information. If the publication is in storage (either on-site or in the remote storage facility) the location statement would indicate the shelf location and, upon request, the volume would be retrieved on the library user's behalf. On-site retrieval would take between 5-15 minutes; off-site storage would take 24 hrs. Since retrieval occurs only once each day M-F.
- Annual reports from the 1980s are most likely in our temporarily inaccessible collection. The only way to view full holdings information for these materials is the ILS. The researcher would be able to identify that we have the annual report at the title level using the online catalog, but the researcher would not be able to view our holdings information. Instead, the researcher would be directed to a link to our systemwide catalog to place an ILL request.
- Our entire government documents is cataloged, so the researcher would simply need to search the catalog as long as he/she used the correct search terms.

- Any items sent to offsite storage has full bibliographic and items and holding record so it's discoverable in the OPAC.
- Items from the 1980s are fully searchable in our OPAC so the annual reports would be visible to library staff and patrons. Holdings should be accurate so library staff could easily identify the specific years available on the shelf and quickly obtain them for the patron as our closed stacks are on site.
- We estimate that we are about 75% on this scale. Around 75% of our documents are cataloged at this point, but we're in the process of cataloging all of them. Bibliographic data varies among records, depending on what is in OCLC and whether the record was from Marcive or from a cataloger using other sources. We have item-level holdings for serials. The catalog would identify the years of the annual report that we have access to, both physically and online (if available), but we have encountered mistakes in the catalog. Keyword searching in our catalog may not be effective enough to identify an agency's annual reports from the 1980s though. A user would probably need a combination of searching in FDLP databases and our catalog, in addition to using other electronic research tools suggested in libguides that would eventually identify relevant annual reports.
- 1. In my library, the researcher would need to discover the existence of the documents through Internet (Google, etc.) or through our database, OCLC WorldCat, or through GPO's Catalog of Government Publications. Our library's online catalog has most of our post-1997 tangible materials, but would likely not have tangible annual reports from the 1980s. We have old card-catalog cards for some 1980s documents; these cards are not easily accessible, even for the government documents librarian (the cards have been dumped out of the card catalog shelves and into a box). We have Monthly Catalog bound books in a closed stacks area; if I know of the researcher's topic, I can search the Monthly Catalog books. 2. If the researcher comes to our library not knowing about the annual reports, I would try Google, USA.gov, possible agency websites, GPO's Catalog of Government Publications, and OCLC WorldCat for the researcher. I would try to find a title and SuDocs number of promising documents. I would try to find a digitized, online copy. These are easiest to give to the patron; they can even be emailed. 3. If the patron has discovered a specific title (or if I discover a title), then I would check our online catalog, just to see if it's there. If not, then I would check quickly on the Internet for a digitized version. This might give me the document and/or the SuDocs number. (I can't check in our 500 boxes in the basement without a SuDocs stem – I wouldn't know where to start looking.) I could check the Catalog of Government Publications. I could also check our Monthly Catalog books, but this probably wouldn't help – at least not in a timely manner. If I didn't find the needed items in 20-30 minutes, I would probably send the researcher to the nearest large academic depository library. I would give that depository library a heads up that our library did not have the needed items. (nearest large academic depository library's online catalog also might list the needed items.) 4. It is possible that my library has the needed items, but that it's very difficult to find them grouped loosely by SuDocs number in the boxes. If I had a SuDocs number, I would try several boxes, but might not succeed in finding them. Digitized versions and tangible versions at other nearby depositories are probably the researcher's best bets.

- The title would have a full bib record in the catalog directing them to right department. If the items were in the annex then each item would have an item record linked to a barcode and the individual can request the item through the catalog by selecting a Request button. Delivery would be within 24 hours to the Department or the Circulation Desk (depends on whether the item circulates or not). Items retained in house may or may not have full item records but if the item can circulate an item record would be created on the fly/on demand. Individual years would be determined by items records and holding records attached to the record.
- With the assistance of trained government documents librarians in the library, the researcher should be able to determine potentially relevant agency publications, whether we have the annual reports, or have some annual reports of the agency in question. A site visit by a librarian would be optimal, to determine which reports we actually have, if all annual reports are not in the catalogue with detailed item-level holdings.
- 100% of documents in storage are fully cataloged. The bulk of our documents in storage were published in the 19th century and early 20th through 1920. The only exceptions are serial set volumes dating from the 67th through 95th congresses (1921-1978), and of these only the titles from 1970 through 1976 lack individual catalog records. The titles from 1789-1969 have records linking to full text via Proquest, and those from the 95th congress forward have Marcive records. Our project to correlate & cross link these to the bound SS volumes is almost complete, though we still have the 95th-96th congresses to go.
- So, for this specific question, no gov doc published in the 1980's would be in storage.
- While we have not fully cataloged our HE's, in general we have attempted to catalog annual reports throughout the collection. We have fully cataloged our Y 4's so hearings & prints on welfare issues would be identified in the catalog. Our catalog contains Marcive records from 1976 to the present, so the 1980's would be covered and the documents collection would be given as the location, whether specific holdings were indicated or not.
- The researcher would be likely to begin by searching our discovery service (EDS) (labelled "One Search") which includes the catalog & HathiTrust public domain records, as well as full text databases.
- A simple search of "welfare" then limited to 1980-1990 produces 284,000 results.
- Hopefully, the researcher would consult a librarian to help narrow the search and give directions to locating the documents on the shelf or in microforms.

Statistic	Value
Total Responses	27

2. For items in offsite storage, please estimate what percent of documents can be accessed by:

#	Answer	Min Value	Max Value	Average Value	Standard Deviation	Responses
1	Publicly available bibliographic records with complete item level cataloging	0.00	100.00	66.55	38.40	20
2	Publicly available bibliographic records with no item level cataloging (no holdings specified)	0.00	90.00	37.78	28.19	9
3	Publicly available finding aid with call number (SuDocs or other) stems and description of holdings	0.00	90.00	42.00	40.87	5
4	Publicly available shelf list records with item-level holdings	10.00	100.00	63.33	47.26	3
5	Publicly available shelf list records without item-level holdings	0.00	90.00	28.75	41.71	4

6	Staff-only shelf list records with item-level holdings	0.00	100.00	46.25	48.88	4
7	Staff-only shelf list records without item-level holdings	0.00	90.00	30.00	51.96	3
8	No records of any kind	0.00	20.00	7.00	8.37	5

3. Please identify and rank the three primary motivations for sending materials to offsite storage or closed stacks.

#	Answer	1	2	3	4	5	Total Responses
1	Security for items	1	1	3	0	1	7
2	Need for space	17	3	2	0	0	23
3	Lack of usage	3	7	7	1	0	19
4	Need for preservation	0	4	3	1	1	10
5	Availability in other formats	1	7	6	0	0	15
	Total	22	22	21	2	2	-

Statistic	Security for items	Need for space	Lack of usage	Need for preservation	Availability in other formats
Min Value	1	1	1	2	1
Max Value	20	20	20	20	20
Mean	5.29	2.13	3.26	4.60	3.53
Variance	43.57	15.57	17.09	30.27	21.12
Standard Deviation	6.60	3.95	4.13	5.50	4.60
Total Responses	7	23	19	10	15

4. To what extent (if any) did the availability of items in other formats (microform, electronic, etc) affect your decision-making?

- I am assuming those were the past motivations, currently we are doing a library-wide weeding and reorganization and will be bringing FDLP and other US Gov Docs back to the main library building to reduce costs for off-site storage. Decisions to keep paper format are affected strongly by electronic availability.
- We no longer have offsite storage. Our offsite storage was recently determined to be a bio-hazard and is being torn down under the watchful eye of several state and federal regulatory agencies.
- Some, but more importantly date of materials.
- Many of the series in off-site storage are no longer being added to. Since most of our demand is for recent materials, we normally rely on FDSys or Congress.gov.
- Not a factor.
- If we have the material in a subscription database, it is a significant factor. The vendor can usually describe the extent of the collection in a few words (for example, "All hearings from 1824-present.") Whether or not the statement is 100% accurate, when a library is strapped for funds and staff, these quick estimations become the information we rely upon. We look for online availability of groups of material so we can move collections out as a group. Although many documents are available in HathiTrust, the prospect of checking for each one individually is time consuming enough to make that route impossible for us.
- When the library was built, the plan was to place gov docs in a secured area, there is no space for collection in public area.
- At our Library, it was providing more space on our compact shelving for print material that drove the decision as well as having records in the OPAC that showed holdings. Fortunately, we can usually access most of this material also through our ProQuest Congressional Collection but the chief criteria for off-site storage was providing space as at this time we probably won't be able to use anymore shelving outside of the present compact shelving for print government information.

- Availability in other formats is a key factor in deciding whether something goes to our remote storage facility. Need for preservation is close in ranking to lack of usage, but fewer items need preserving.
- To a large extent.
- We've not sent many government documents to our off-site storage (mostly duplicate U.S. Reports and official state reporters), but when we send anything to it, availability in other formats is a major consideration. Electronic availability in a digital-image/facsimile PDF format (such as through HeinOnline) is our primary format consideration. Microform accessibility is about on par with off-site storage, so is far less of a deciding factor.
- We moved all of our Congressional hearings into storage because of their online availability through FDSYS, HathiTrust, and various commercial products. We also have microform versions of the dates not covered electronically. So, the availability of electronic and microform formats has had a significant impact on our decision-making.
- Items with low/no usage statistics and availability in another format were more likely to be sent to remote storage.
- Not much.
- In our case if we have it available electronically, we will often weed the item (assuming that the electronic access is stable and reliable). We're currently phasing our microforms, so that doesn't impact our decisions at all.
- Publications with electronic or microform equivalent are likely candidates for storage. One note about the ranking above: sometimes the publications are in such poor condition that storage is the only protection and they would be ranked as "1"
- Relatively little: these items were moved because of a major construction project. However, there is the perception amongst administrators that availability via HathiTrust or consortial lending provides nearly equivalent access.
- That used to be a major factor in deciding to send government documents to our off-site storage facility. We now have very few government documents in our off-site storage facility. We weeded many government documents that were available in another format (mostly online). We identified government documents that we wanted to keep in paper and brought most of them back to the main library so they were more easily used. This was possible because we did a major weeding project of the collection in the main library and replaced some major sets with permanently accessible online resources. We were running out of space at our off-site storage facility, which was a major reason for reviewing the government documents that were housed there.
- It was considered but was not a determining factor.
- We don't use offsite storage.
- To a great extent. Some in our library think more is online than actually is available online.
- It is helpful that many items are available on the Internet (especially). That helped my library to stay in the Depository Library Program. But the decision to send materials to on-site, closed-stacks boxes was made primarily to free up space for other uses. It did not help that the items were previously "not used much". My library has also moved or weeded many, many Reference

books which were not government documents; they also had the perception of non-usage. My government documents were simply additional "Reference" books. My library has also sent microforms and electronic CDs to closed-stacks areas.

- For large runs like the Serial Set it helped with access issues.
- The availability of print publications in electronic format has been a considerable factor primarily in the selection of items, not whether they went to remote storage.
- The first documents moved were the serial set through 1969 – because we had full text access via Lexis/Nexis (now Proquest).

Statistic	Value
Total Responses	24

5. Does your library have any security measures in place for the offsite storage location?

#	Answer	Response	%
1	Yes	20	91%
2	No	2	9%
	Total	22	100%

Statistic	Value
Min Value	1
Max Value	2
Mean	1.09
Variance	0.09
Standard Deviation	0.29
Total Responses	22

6. If yes, check all that apply:

#	Answer	Response	%
1	Limited access to storage location	20	95%
2	No ability to circulate materials out of the building	2	10%
3	Security strips (e.g. Tattletape) in items	7	33%
4	Staff monitoring usage	11	52%
5	Other (please describe):	11	52%

Other (please Describe)

- The public never goes into our offsite storage facilities. One is Harvard style storage (hard hats and cherry pickers required) and the other does not have building features required to be handicap accessible, etc.
- Only Staff has access, no access for patrons.
- The off-site facility is shared among several universities in the area, so I'm not sure of other security measures. The public can visit the Reading Room but cannot access the stacks directly.
- Building is not on campus.
- Some circulate, some don't.
- Right now most docs are boxed and in pallets, so you couldn't steal them even if you tried.
- All items are requested, there is no public access to the facility.
- Security cameras in the building
- Our ON-site, closed stacks area has limited access. We do not use off-site storage at all.
- All items re-called from the annex return directly to the Circulation Department or the department owning the item.
- Circulation of materials out of the building is under the strict control of government documents librarians
- Building not open to public, items retrieved by access services staff; on 2nd floor, political archives staffed Monday-Friday.

Statistic		Value
Min Value		1
Max Value		5
Total Responses		21

7. Has your library experienced loss or theft with materials from offsite storage?

#	Answer		Response	%
1	Yes		2	10%
2	No		19	90%
	Total		21	100%

8. If yes, estimate the frequency and amount:

- Unknown. Suspected, but probably not the Gov Docs. Record keeping was sloppy, no patterns of obvious theft.
- We don't have offsite storage
- Only occasional loss through circulation. The amount is unknown.

Statistic		Value
Total Responses		3

9. Does your library make an effort to inspect item condition, when items are being returned to offsite and closed storage after usage?

#	Answer		Response	%
1	Yes		20	87%
2	No		1	4%
3	Other (please explain):		2	9%
	Total		23	100%

Other (please explain):

- I'm sure offsite items are given the same review as any other returns - obviously wet/moldy/damaged books will be pulled aside but don't know how thoroughly they are checked beyond that.
- Not sure.

Statistic	Value
Min Value	1
Max Value	3
Mean	1.22
Variance	0.36
Standard Deviation	0.60
Total Responses	23

10. Does your library keep any other materials in closed stacks or off-site storage that is not part of the library's collection (furniture, office supplies, etc.)?

#	Answer	Response	%
1	Yes	11	46%
2	No	13	54%
	Total	24	100%

Statistic	Value
Min Value	1
Max Value	2
Mean	1.54
Variance	0.26
Standard Deviation	0.51
Total Responses	24

11. If yes, please describe:

- Furniture and office partitions, excess shelving from various reorganizations at the main library. We are planning to have it all sent to surplus during this weeding & reorganization project, so this should all be gone by the end of the calendar year.
- Shelving components and empty file cabinets
- Some pamphlet binders, empty 3-ring binders available for reuse, etc.
- Currently, our journal collection and our print abstracts/indexes are stored in the same closed stacks area. And, there is a storage area for furniture and office supplies.
- I am not completely sure, but I believe that there may be some dismantled shelving units out there. It is not a place for surplus furniture, though.
- We keep display, tax form racks, extra chairs in same closed stacks area.
- We store library furniture in our off-site facility. We have lots of space out there.
- There is a boatload of old furniture and pallets down in the basement with the documents.
- Old furniture and empty boxes.
- Sometimes we use the space to store microfilm machines and other small equipment.

Statistic	Value
Total Responses	10

12. Have you experienced actual humidity-related issues with your offsite collection?

#	Answer	Response	%
1	Yes	2	11%
2	No	17	89%
	Total	19	100%

Statistic	Value
Min Value	1
Max Value	2
Mean	1.89
Variance	0.10
Standard Deviation	0.32
Total Responses	19

13. If yes, please describe:

- Roof leaked, vandals broke in and broke drinking fountains and water taps.
- Mold set in and affected all 640,000 books we had in one of our two offsite storage facilities.
- Offsite is a climate controlled environment. We have not experienced any preservation issues.
- Unknown really. Haven't noticed it.

Statistic	Value
Total Responses	4

14. How is your off-site storage facility staffed? Please select all that apply.

#	Question	Weekdays until 5PM	Weekdays after 5PM	Weekends	Total Responses
1	Library personnel	13	2	3	18
2	Non-library personnel	1	1	0	2

Statistic	Library personnel	Non-library personnel
Min Value	1	1
Max Value	3	2
Total Responses	13	1

15. What type of training is provided for off-site storage facility personnel who handle government documents (e.g. training in Sudocs, handling specific types of materials, etc)? Who does the training?

- None, though it is essentially myself and the Sudocs technician who are the primary storage staff.
- Staff are part of the government publications dept.
- Off-site facility is not staffed. Items are requested through main library reference desk and pickups are made usually once a day.
- Government documents are generally not treated differently than other materials in storage. Because most of the docs in storage have LC or Dewey numbers, it is not usually apparent to staff that they are FDLP materials. SuDocs are not an issue with the Harvard style facility

because each document has a location in a tub. At any rate, if any training takes place it is done by our Access Services department.

- This training is handled by Circulation staff. This is the same training they provide for all student assistants in government information, particularly the Sudocs classification. Student shelvees receive more in-depth training in SuDocs classification. This would essentially be: 1) SuDocs classification 2) How to handle fragile material - e.g. in boxes, shrink wrapped, etc.
- I'm sorry to say I don't know. But our off-site storage is high-density and government documents are not separated from the rest of it. I believe like most high-density storage items are generally grouped by size and tracked by bin number/barcodes. All items in the facility are barcoded.
- Our gov docs technician works with the storage clerk to find and pull government documents.
- One staff member was a former docs processor and she is very familiar with documents. The manager of the facility has basic training in SuDocs numbers, basic cataloging, and documents regulations.
- There is no staff at the offsite storage. Circulation staff retrieve requested items daily and return these items to the off-site shelves when patrons are done. There is minimal training by circulation supervisors about sudocs.
- I do a training at the beginning of each semester for new student circulation workers so that they can find and retrieve documents after our government documents reading room is closed. The training is primarily about the sudoc system and where documents are located in our basement. (Documents are down there with main collection storage books and journals, too.)
- To clarify the response to hours staffed, the off-site storage facility is not staffed except during intake/weeding (non-depository) projects. Retrieval occurs daily by library Shipping Dept. staff. Publications are shelved by shelf number/location rather than by call number or SuDocs number. Preservation treatment occurs before the publications are sent to Storage, so special handling is not required. Training is handled by Access Services staff.
- N/A
- Government documents in off-site storage aren't shelved in SuDocs classification, but are interfiled with other materials and shelved by size. The barcode tells the staff exactly where each item is housed. Materials must be accessed through our Access Services Department in the main building. Government documents receive the same type of handling as other materials. If anything is in poor condition, it's referred to the government documents personnel to determine what should be done for preservation.
- All items sent offsite are individually barcoded and this is how they are retrieved.
- We have a team of librarians and paraprofessionals who are trained in SuDoc classification and who know our procedures for retrieving and checking out items. Our documents manager does the training primarily.
- My library only uses on-site, closed-stacks storage. I handle the government documents most often. Other Reference library staff, paraprofessionals and part-time pages, seek the circulating government documents in the closed-stacks area in order to fill patron requests. They then return the items to the circulating shelves. They have basic knowledge of Sudocs. I do any

training necessary. Our closed-stacks area is open to library staff whenever our library is open to patrons. We are open until 6pm on weekdays and until 5pm on weekends.

- Training is not necessary, items are shelved by size and linked to a barcode which determines location. Head of the Annex facility is a senior staff member that worked in ILL for a dozen years. If there is a problem the department is called immediately.
- The off-site storage facility is accessible by library personnel, only, by appointment.
- The Access Services Dept. handles shelving & retrieval from the Annex. They have been exposed to the tutorial from Michigan State and local training info. Their full time staff train their student workers, who shelve fed docs in open stacks. The Annex materials, including fed docs, are not in perfect call no. order, but have shelf location codes in an item record field, which are used for retrieval and shelving. My staff & students handle the duplicate Center of Excellence documents.

Statistic	Value
Total Responses	19