



The Good, the Bad, and the
Ugly:
Documents Collections and Off-Site
Storage

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Documents Entrance



University of South Carolina

- ✦ Shared Regional Depository with Clemson University since 1988
- ✦ Regional for Commerce, Defense, HHS, Interior, Treasury, Transportation, Congress
- ✦ Selects 92.5% of available items
- ✦ Paper collection just under 1 million items

Library Annex and Conservation Facility



USC Library Annex

- ✦ Harvard-style high-density storage
- ✦ Capacity for 1.25 to 1.5 million items
- ✦ Annex includes storage facility, processing area, rooms for researchers, preservation lab
- ✦ Located 10 miles from Campus

Inside the Box



Processing Area



Conference Room



Issues to be covered

-
- ✦ Selection – making the tough decision
 - ✦ Processing – the hard work
 - ✦ Shipping – letting go
 - ✦ Recall – maintaining access

Tight spaces in the collection



Life under the front doors



Selecting Items to Annex

- ✦ Space – 1999 Documents stacks were at 125% capacity
- ✦ Preservation – materials needing a more stable environment
- ✦ Use – little used items
- ✦ Ease of processing
 - ◆ Serials = few records many items

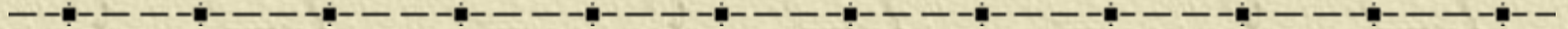
Climate Control



Processing – The Hard Work

- ✦ Identify Cataloging Records to be entered and edited by Cataloging Department
- ✦ Each item must have an item record/barcode – preferably on front cover
- ✦ Items must be cleaned of mold and dust
- ✦ Leather bound items stabilized in mylar bags

Barcoded Items Ready to Go



Leather volumes in mylar bags



Processing - Evolution

✦ 1999

- ◆ Identification of items done by department
- ◆ Barcoding and cleaning done in department

✦ 2001/2002

- ◆ Identification of items
- ◆ Selection of cataloging records
- ◆ Cleaning, barcoding, items records
- ◆ Shipping

ALL DONE BY DOCUMENTS DEPARTMENT

Causes for Evolution

- ✦ Desire for more control of the process
- ✦ Staff more familiar with creating holding and item records
- ✦ Efficiency – processing done on one-level
- ✦ Reductions in Cataloging Staff
 - ◆ Cataloging lost 2 Professionals & 2 LTAs
- ✦ Became a department priority

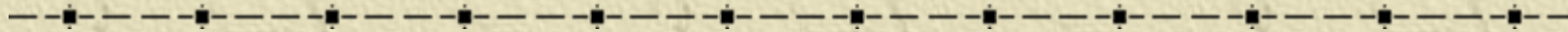
Annex containers waiting to go



Shipping

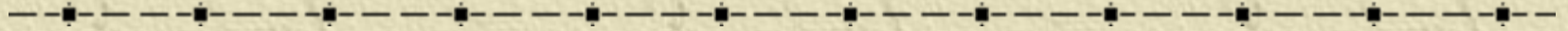
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- ✦ Once processed items put into containers
 - ✦ Usually ship 20-35 containers at a time
 - ✦ Number of items depends on size
 - ✦ Containers taken to the loading dock
 - ✦ Annex runs done twice a day
 - ◆ 10 AM & 2 PM

Recall of items



- ✦ Request form on Library's Home Page
- ✦ Patron selects form
 - ◆ Book and other formats
 - ◆ Serials
- ✦ Items are shipped to Library's Circulation Desk
- ✦ Customer retrieves item from Circulation
- ✦ Items can be restricted to "in department & "library use only"

Recall, part 2



- ✦ Requests before 11 AM will arrive 3 PM same day
- ✦ Requests 11 AM- 4 PM will be available 10 AM the next day
- ✦ Requests made after 11 AM on Friday are available Monday by 3 PM

Selection of Materials

✦ Serial Set – all items prior to 1950

- ◆ Have since sent 1950-1960
- ◆ Currently processing 1960-1970
- ◆ Readex micro-card collection used as back-up
- ◆ 19th Century volumes had to be cleaned, vacuumed, and bagged
- ◆ Annex better environment (55 F/45 % Humidity)
- ◆ Created needed space quickly

Serial Set



Selection of Materials, 2

- ✦ Agriculture – 200+ items; 37 feet
- ✦ Civil Service – 250+ items; 21 feet
- ✦ Army Manuals – 3580 items; 192 feet
- ✦ Interior – 1500+ items; 10 feet
- ✦ Treasury Department – 100+; 110 feet
- ✦ War Department – 200+ items; 40 feet
- ✦ Serial Set – 7300+ items; 1236 feet

GRA&I



Evolving Selection Criteria

✦ Post- 1976 Items

- ✦ EPA reports sent because of leak
- ✦ (1700+ items; 58 feet)

✦ Congressional Materials

- ✦ House Appropriations (1400+; 150 feet)

✦ Government Reports & Announcements Index (GRA&I) – 460+ items; 100 feet

- ✦ No longer used; available online

Annex Processing

- ✦ Items are sized
- ✦ Individual items are linked to container and location codes
- ✦ Containers placed on shelf
- ✦ Have had only three recall problems in three years; all items were eventually found; in couple of hours

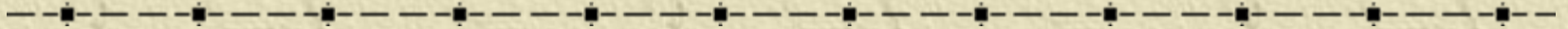
Processing area



Sizing Board



Tray code assigned



The Good

- ✦ Created much needed space
 - ◆ Reference Collection reduced by 576 feet
 - ◆ Sections reduced from 7 to 6 shelves
- ✦ Documents more integrated in disaster plan
- ✦ More willing to accept duplicates and second copies to house in Annex

More space in Documents



Better storage at the Annex



Microfilm



Good, part 2

✦ Sense of accomplishment

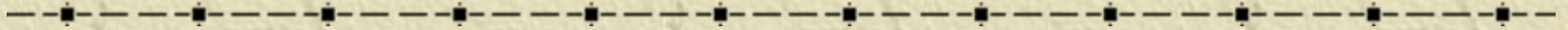
✦ Measurable outcomes

- ◆ Over 18,000 items

- ◆ Over 2100 linear feet sent

✦ Continued access, enhanced bibliographic control, awareness of the collection

Extended Life



The Bad and the Ugly

- ✦ Increased workload
- ✦ Desire to keep up the pace
- ✦ Cleaning
- ✦ Discovering mold/mold abatement

Additional Annex Photos



Double deep shelves



Cherry Picker



40 feet up



From 38 feet down

