



Outer Spaces and UFOs (Unbrowseable Federal Objects)

Developing Best Practices for Storing and Retrieving
Documents in On-site and Off-site Storage



DLC Off-site Storage Working Group
Depository Library Council Virtual Meeting
December 4, 2014



DLC Off-site Storage Working Group

- Chris Brown – University of Denver
- Rich Gause – University of Central Florida
- Kate Irwin-Smiler – Wake Forest University
- Hallie Pritchett (chair) – University of Georgia
- Kathy Bayer – GPO



Demographics

- 163 surveys completed
 - 36 regionals
 - 125 selectives
 - 2 did not specify
- Library types
 - Academic - 68
 - Academic law – 12
 - Public – 10
 - State library – 7
 - Federal – 3
 - Court – 3

Thank you for participating!



Session agenda

- Requirements overview
- Off-site Storage Survey results
 - Physical Facilities
 - Collection Maintenance
 - Access: Physical
 - Access: Intellectual
 - Further Comments





Requirements Overview



Related Legal Requirements and Program Regulations of the FDLP

- Free, public access (of course, no surprise)
 - ♦ Housing facilitates timely access
 - ♦ All formats are accessible
 - ♦ Comparable access available for all user groups
- Proper bibliographic control
- Proper maintenance of collections and housing facilities
- Staff are knowledgeable of depository collections and access to and services for them
- Public services
 - ♦ Collections are visible and promotion is ongoing
- Official Selective Housing or other cooperative agreements, when applicable
- Regional services provided for selective depositories (applicable for regional depositories)



... And more

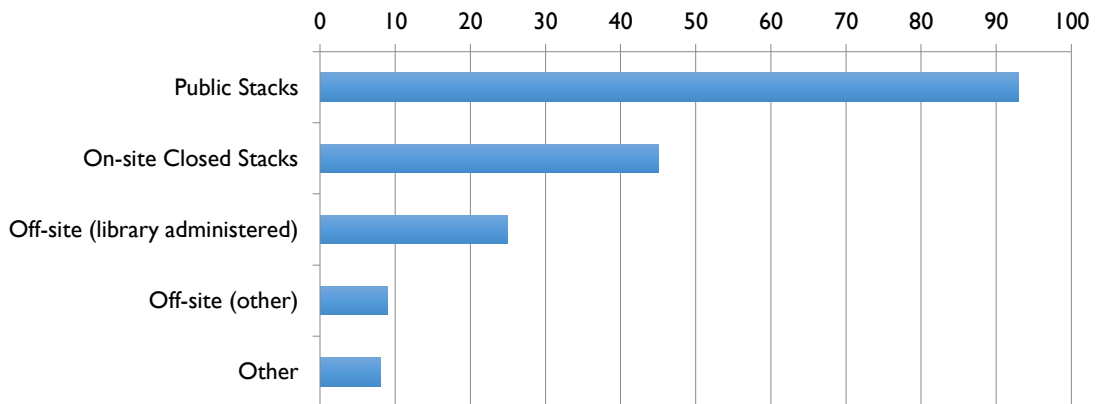
- Additional references: FDL.gov Guidance articles
 - Moving Your FDL Collection – new!
 - Selective Housing Agreements (SHA)
 - Any others as applicable, including articles about access and visibility
- Questions? Contact GPO's Outreach and Support
 - Phone: 202-512-1119
 - Email: FDLPOutreach@gpo.gov



Physical Facilities



Where does your library house federal depository government documents?

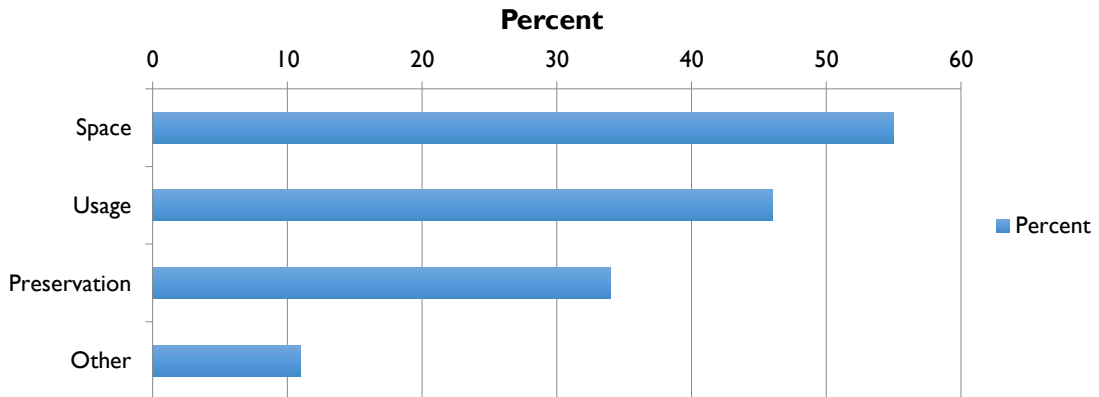


Where does your library house federal depository government documents?

- Closed stacks can mean many things
 - Non public floors or in the documents offices
 - “lock down” for valuable items
 - temporary storage post-move
- Offsite housing
 - Shared by main library, several other libraries
 - Housing agreement with university’s law library
 - Anticipating moving to a shared CIC repository
 - Managed by another state agency
 - Eight libraries have both solo and shared offsite housing



What were the factors in deciding to [house documents in closed stacks or off-site]?



Other factors

- Security – four respondents mentioned
 - “Many materials we would like to have in open stacks have been moved to closed stacks to keep them from being mutilated ... [titles] had large sections cut out.”
- Construction – three mentions
- Cataloging and processing time
- Compact shelving



Additional Comments

- Specific titles mentioned: Serial Set, Congressional Globes, Federal Register, CFR, Congressional Record, U.S. Reports, Public Papers of the Presidents, maps generally
- Staff areas used as closed stacks –either for fragile, rare, valuable documents, GPO material, or classroom use (comic books!)
- Use of offsite storage as alternative to discard or rare book rooms
 - Particularly for items with digital access



What percentage of your depository collection is housed in on-site closed stacks?

- 86 responses (about half)
- Most responses were between 3 and 30% of the collection
- **Only 15% of the people who answered this question have 90% of their collection in closed stacks....**
- ... but 15% of the people who answered this question have **90% of their collection in closed stacks!**
- Result: having your entire documents collection in closed stacks a niche issue, but it's an issue.



What percentage of your depository collection is housed in off-site storage facility?

- About a third of respondents to the survey answered this question.
- For most respondents, between 10-40% of the collection is being held off-site.
- The upper end of the bell curve – the “90 percent” – has only 60% of their collection off-site.
- Only 6% of respondents have 90% of their collection offsite.



Are the documents housed temporarily or permanently in closed stacks and offsite?

- These tend to be permanent solutions
- Closed stacks are permanent 7/8 times
- Offsite storage is permanent 9/10 times
- Comment: “It was supposed to be temporary...but we have been there 18 years.”

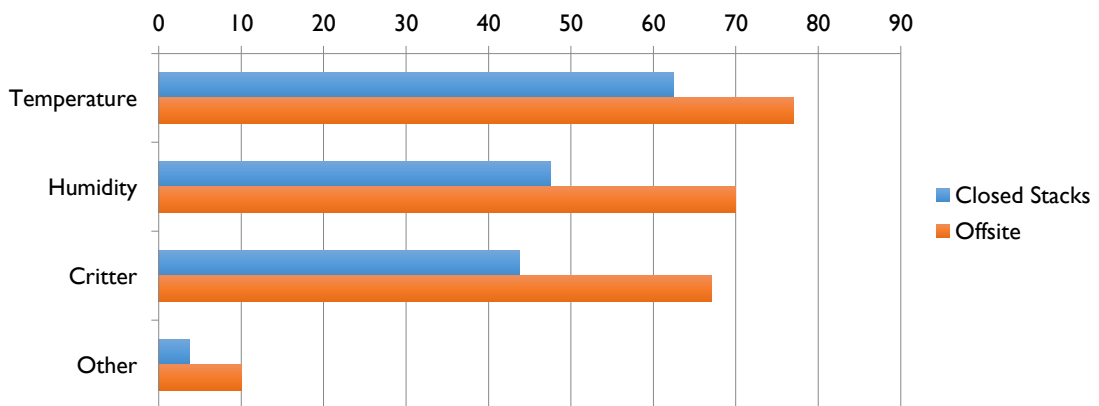


Temporary Uses

- Swing space – during renovation
- Use while weeding
 - Internally
 - While documents are being offered to other libraries
- While waiting for repairs to be completed



Which environmental controls are available?





Which environmental controls are available? - Other

- Limited Security Access
- Alarm system
- Filtering system “removes organic material”
- Lighting and alarm controls
- Fire suppression
- Preservation boxes
- Simply in library office

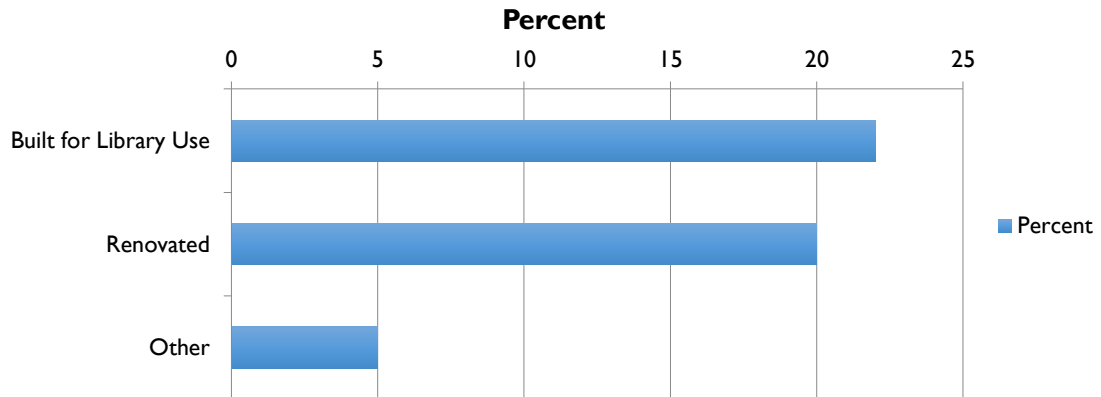


Comments regarding facilities:

- Lots of uncertainty about actual “control” – other agencies, physical plant, etc.
- Offsite may have better control than the rest of the library!
- One facility was condemned by the fire marshal; materials may be lost completely.
- Suggestion: “The landlord may say they have temperature and humidity control systems, the contract may not guarantee that temp and humidity will remain within acceptable ranges. Also, such contracts may excuse the landlords from any liability if humidity reaches the point of damaging library materials.”



Was your offsite facility built for that purpose or an existing facility renovate for library use?



Other storage facilities in use...

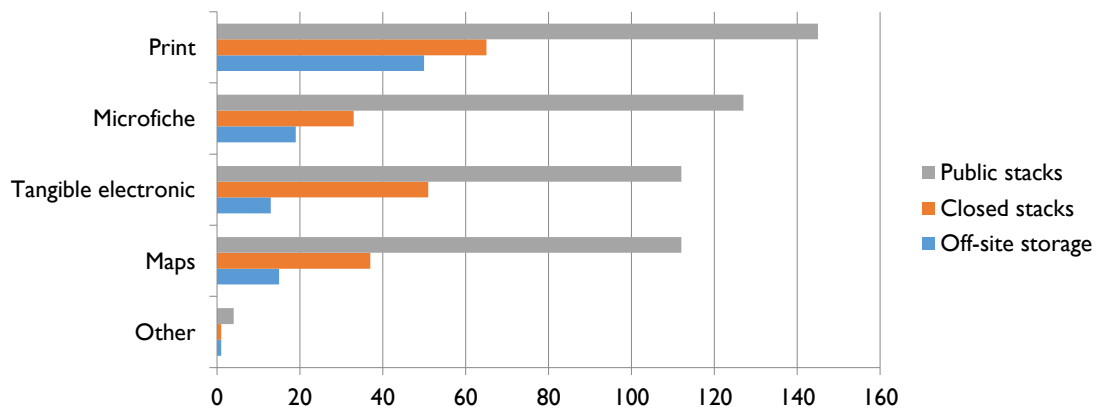
- From
 - An old liquor warehouse
 - University Veterinary Medical Complex
 - Warehouse with plywood shelves
- To
 - New building with high density, automatic retrieval system
 - Yet-to-be-built on-site storage facility



Collection Maintenance



Where do you house the following formats?



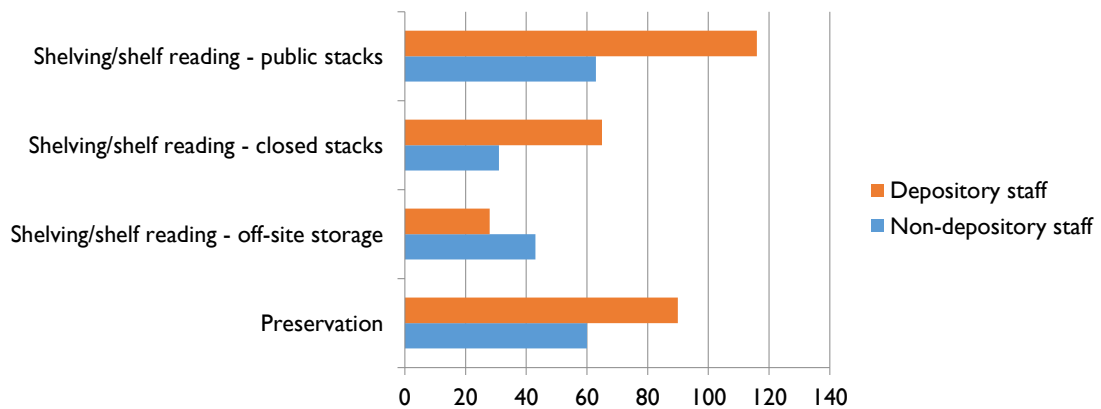


Comments

- Several depositories house maps in specialized branch or departmental libraries
- Several moved materials off-site when content became available via commercial databases such as ProQuest Congressional or Readex Serial Set
- Several house materials in locked cabinets or cases, closed stacks, or off-site storage for security reasons

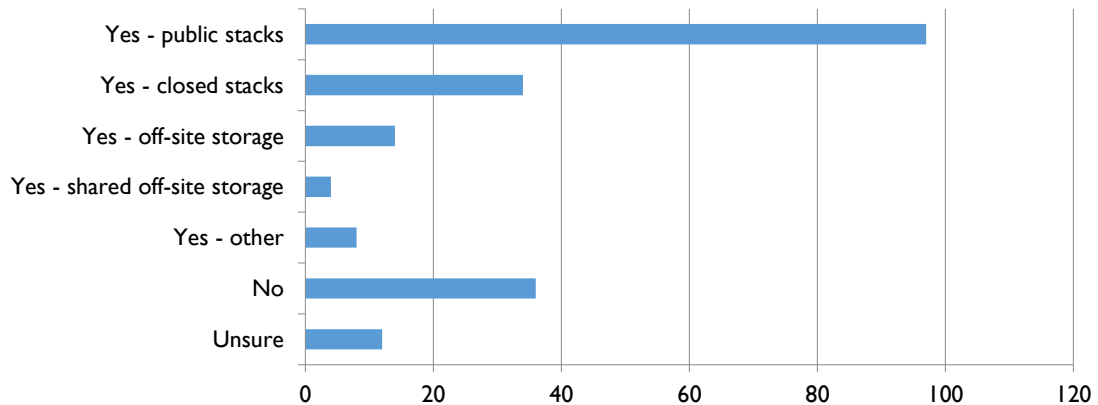


Who is responsible for collection maintenance activities?





Are you weeding or planning to weed your depository collection?



Comments

- Only 22% of respondents are doing no weeding
- Several depositories – especially regionals – target duplicates and superseded items for weeding
- Some weed when space constraints become an issue
- Some look to shared housing arrangements when deciding whether or not to weed their own collections
- Some are planning for future weeding projects



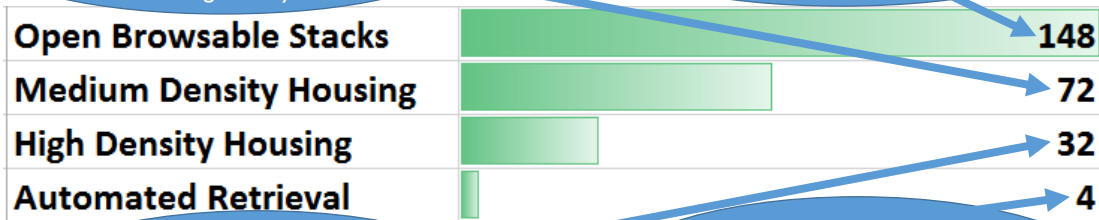
Access: Physical



How is your federal depository government documents collection housed?

Documents are in on-site closed stacks or at an off-site storage facility

Documents are shelved in Sudocs or another classification scheme order in public stacks



Documents are sorted by size and stored in boxes or bins in on-site closed stacks or at an off-site storage facility; often referred to as the Harvard Model

A computer-controlled mechanical system designed to move items efficiently into compact storage and out again automatically, without human intervention



Regional vs. Selective Profiles

	Browsable	Medium D	High D	ASRS
Regionals	29	22	14	0
Selectives	119	50	18	4



If you do not allow users access to closed stacks or the off-site storage facility, how do they request documents housed in these facilities?

Request from Library Staff	79
Through Online Catalog	68
Docs not in closed stacks or off-site	46
Using Separate Form	20
Using Paper Form	19
Unaffiliated use different system	16
Other	5

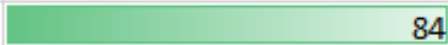
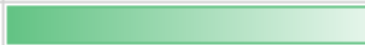




Selected comments

- If unaffiliated user, docs librarian retrieves; if affiliated user, then circ staff retrieves
- People can visit remote facility, but need ID to access
- Public patrons cannot log into ILS for requesting; they contact docs librarian or circ staff to request materials
- All materials shelved in closed storage are fully cataloged



If you house documents in on-site closed stacks, how do you provide access?

Retrieve on-demand by staff		84
Do not house docs in closed stacks		69
Allow users to access closed stacks		4
Other		4



How long does it typically take to retrieve documents from closed stacks?

<15 minutes		67
16-30 minutes		4
31-60 minutes		1
1-2 hours		0
3-4 hours		1
5-8 hours		1
24 hours		10
>24 hours		0
Other		14



Selected comments

- Depends on day of week; from one hour to one day
- Depends on when patron makes request
- Depends on which of 4 storage areas the docs are in
- Wait time for docs is same as other library materials in storage
- A Prius is used to make regular runs to the facility 10 miles away
- Requests on the spot can take 15 minutes. Microform photocopy requests are fulfilled by staff members within 1 day.



If you house documents in an off-site storage facility, how do you provide access?

No Off-Site Facility	93
Retrieve on Demand by Library Staff	50
Provide Scans	27
Other	11
Allow Users to Access Off-Site Storage	8
Refer to ILL	6
Refer to Other Libraries	3



“Other” selected responses

- Docs requested/paged from online catalog
- Docs in off-site storage also available in regular collection
- Users may visit off-site facility
- Facility has research rooms
- Non-affiliates can ask to have docs retrieved, then available at main library



How long does it typically take to retrieve documents from the **off-site storage facility?**

<1 hour		3
1-4 hours		4
24 hours		29
>24 hours		1
2-3 days		4
3-5 days		2
Weekdays only		3
Other		11



Selected comments

- Depends on when request was made
- 5 minutes if requested in person; 24 hours if requested for delivery to another library building
- There are no weekend deliveries
- Materials in off-site storage that are not in pallets (mostly microfiche) are retrieved within 24 hours on weekdays. Materials in the shared high-density storage facility are retrieved in 3-5 days.



Retrieval Times Compared

<15 minutes		67
16-30 minutes		4
31-60 minutes		1
1-2 hours		0
3-4 hours		1
5-8 hours		1
24 hours		10
>24 hours		0
Other		14

Closed Stacks Retrieval Time

<1 hour		3
1-4 hours		4
24 hours		29
>24 hours		1
2-3 days		4
3-5 days		2
Weekdays only		3
Other		11

Off-Site Retrieval Time



Access: Intellectual



WARNING

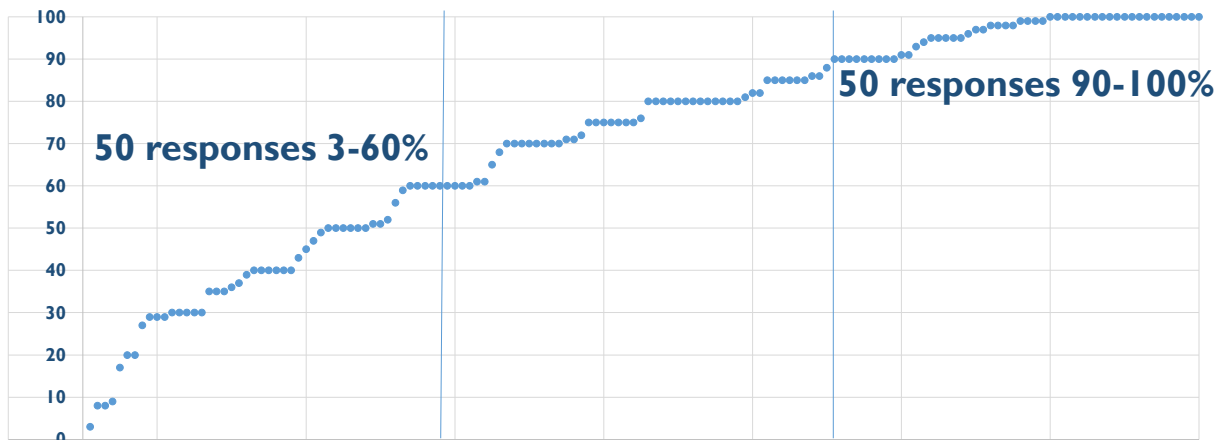
TOP SECRET RESEARCH FACILITY
USE OF DEADLY FORCE AUTHORIZED

AREA 51

What information is hidden in closed stacks or off-site storage because it can't be found in the library's online catalog?



Percent of tangible collection that has records in library's online catalog (150 respondents)





Out of sight = Out of mind?



If some or all of your tangible collection does not have records in your online catalog, how or where do you record your holdings information? (157 responses from 129 respondents)

Paper Shelflist - Staff-Only		51
Paper Shelflist - Public		30
Do Not Maintain Records		26
Other		22
Local Database		17
Spreadsheet		8
Paper Shelflist - Off-Site		3



For uncataloged items, how do users identify possible holdings?

- MARCIVE WebDocs database
- We use Marcive to look documents up and then check the stacks and the shelflist to see if we have it.
- We rely on MOCAT, CGP, and OCLC, then check our shelves
- printout of sudoc numbers selected, the to the MoCat or Fdsys
- Indexes, MoCat, subscription databases



For uncataloged items, how do users identify possible holdings? (continued)

- We rely on the Monthly Catalog, the Catalog of Government Publications, WorldCat and other sources for inventories of government publications that can assist us with identification and location of materials in our own collection.
- Kardex
- Reference desk staff accompany users to the shelf list as needed
- Provide finding aids



26 reported that they do not maintain records for items not in library catalog; 18 of those have closed stacks or offsite storage

% not in catalog	# respondents	Comments
50-71%	5	One is still creating holdings records for items acquired to replace documents destroyed in a 2004 flood; one has 50% print in off-site shared facility; one has 75% print in closed stacks
12-40%	9	One has some records in paper shelflist in staff area; one has some records in local database; one has 5% in closed stacks & 95% off-site; one has 99% off-site; one has 99% in closed stacks
2%	3	None of three have off-site; one with 20% in closed stacks for some print & maps; one with all print & maps in closed stacks and all microfiche & tangible electronic in open stacks; one with only tangible electronic in closed stacks
Not reported	1	All print in open stacks; all microfiche in closed stacks



What is not cataloged online?

- We don't know how much of the tangible collection has records in the online catalog.
- Older microfiche isn't catalogued. Records are added if microfiche circulates.
- Older non-serials and dead serials not yet cataloged.
- During the 1950s, our library sometimes shelved documents without creating cards of any kind (catalog or shelflist). We have been working through our SuDoc collection getting everything cataloged, and have only the C, D, F, G and H call numbers remaining to get entered.



What is not cataloged? (continued)

- We have some documents which were added to the collection between 2000-2008 which were added to an electronic shelf list which is linked on our website. We are currently retroactively cataloging those materials and will delete the shelflist when all items have been added to the online catalog.
- Our shelflist consists of a card catalog system. We began in 1928 as a federal depository. We closed the card catalog shelflist in 1995. Since 1995, all items received are in the online catalog.



What is not cataloged? (continued)

- Most pre-1976 documents are not cataloged or shelflisted. Access is through indexes such as the Monthly Catalog. We are slowly working on cataloging these items. Some of our map series are shelflisted in a database rather than in the catalog.
- We are actively cataloging materials like series where we traditionally only had the series title cataloged but now going through to do analytics. Some materials will never be cataloged -- e.g. serial set documents, microfiche collections etc.



What is not cataloged? (continued)

- We do not have bib records in our catalog for our gradually declining pamphlet collection and map collection. We maintain a piece-level inventory of them in our standalone Autodocs system, which is maintained by depository staff.
- Our post-1997 tangible collection is in our library's online catalog. We are a 125-year old depository. The older documents are not in the catalog.



Other comments

- Currently working on adding records
- Only the uncataloged items in the collection are on-site. All items sent to storage are cataloged.
- We are working toward comprehensive access to our tangible collection in our OPAC
- We are currently moving from SuDocs to LC, as that project proceeds all items will be either weeded or cataloged and reclassified.
- When an uncataloged item is found it is added to our online catalog.



Other comments

- We have been a depository for 151 years. We started getting records for all depository items in 1994. I can find the sudoc through other depository library catalogs or OCLC. Then I check the shelves to see if we have pre 1994 items.



Further Comments



Do you have any other comments about depository collection development, staffing, or other issues related to off-site storage?

- It is critically important to catalog materials before they are placed in off-site storage. We formerly had off-site storage and materials were forgotten about and moved around so that we could not easily retrieve items.
- Our biggest impact is that in order to be retrievable from the automated retrieval storage system, each physical item has to have an item-level record in our online catalog. The positive result from that need for item-level records is that we've received some additional support from our library administration for our retrospective cataloging efforts.



Do you have any other comments about depository collection development, staffing, or other issues related to off-site storage?

- The storage facility has been a great benefit to our collection and services. It is one key part in us maintaining our Regional status.
- Personally, I admire the institutions that make the effort to maintain offsite storage. For selective libraries, what a benefit to researchers to still have those resources available on the local level. For regional libraries, what a challenging situation to keep everything they receive. I wonder how many regional libraries can continue that commitment-- the expense of maintaining the facility and providing the manpower.



Do you have any other comments...

Off-site storage should emphasize preservation of tangible materials, easy access to them by staff, and timely retrieval for users.



Thank you!

