On-site or Off-site: Library Shelving Facilities at Stanford University

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The Harvard Model

• The Harvard-model of high-density library shelving facilities
  – Designed for density, not browsing, shelving can be 30 feet high or more
  – For low-use items
  – Size matters: books are boxed by size; same size boxes are shelved together to maximize capacity
  – Shelves, boxes, and items are bar coded for rapid retrieval
  – Superior preservation environment: climate/dust/pest control, security
  – User-centered delivery service: fast, reliable, accurate
Stanford University Libraries: What’s On

• Green library (central campus): approx. 3 million volume equivalent capacity
  – Net loss of 11% due to loss of South stacks: 315,000 volumes
    • A majority of volumes in these subject areas are likely to be designated for storage in SAL3; some, however, are core materials that eventually ought to be returned to Green.
  – 96% full!

• SAL1/2: approx. 1.7 million volume equivalent capacity
Stanford University Libraries: What’s Off

- SAL3.1: the first module opened in January 2004 with a capacity of 3 million volumes
- SAL3.2: the second module completed in February 2013 to double the storage capacity
- 50 miles from campus
- 6 shelving bays, 3 in each module
- 3.3 million items shelved as of August 2014
- Managed by a team of 10 (2 on project)
- Annual circulation: 30,000, or 1% of stored collection
Stanford University Libraries: What’s Off

• Big security
  – Cold: 50°F, 38%RH
  – Clean: all entrance equipped with air filtration system; cleaning workstations in the processing area to vacuum each item before it is shelved, 6-sided vacuum
  – Controlled: item, box, shelve barcoded; bar code on the upper left corner of the front book cover
  – Five suppressions at 3 levels
Stanford University Libraries: What’s Off

• Special collection materials on lower shelves
  – No higher than 10 feet
  – No rare books
  – Only archival materials, manuscripts
• Media, audio and video recordings, maps, photos, flat materials, microfilm
• 1 cold room for film reels
• Microfiche stored on campus
On-site vs. Off-site

• Stanford on-site vs. off-site storage:
  – In 2012
    • Total holdings: 9,233,497
    • Off-site holdings: 2,354,423
    • Off-site percentage: 25.5% (lower than many peer institutions)
  – Higher off-site percentage in 2014: 35%
  – Annual acquisition: 80,000+ volumes
  – Science and engineering libraries at Stanford have faced a dramatic space reduction on campus. Because so much of their literature is journals and in electronic format, the transfer to SAL3 of print materials in those disciplines has proceeded on a much more dramatic scale
Selecting materials for SAL3

• Core Campus Collections
  – Achieving balance within Green collections: a mix of new/old, mono/serial, English/other languages, primary/secondary sources, all subjects
  – Currently rely on individual bibliographer’s hands-on selection whose practice define the shape of the on-campus collections
  – Aim to be as automatic and data-driven as possible, metrics including: circulation stats (e.g. fewer than 2 circulations over the past 10 years); availability of electronic versions for journals; dead/canceled serials; single volume/short run serials; older serials before 1995
Selecting materials for SAL3

• **Current practices and principles**
  • Subject specialists pull circ lists of their covered areas and work from lists; need to go to stacks to check the holdings
  • An on-going process; each list goes through several passes before final decisions are made
  • Store by dates, duplicates, copies of multiple editions, textbooks
  • Foreign language works: store works on topics well-covered in English and those for popular audience
  • Area studies literature: keep all authors, store some works by more prominent authors
  • Keep different genres, autobiography, letters, diaries
  • Keep most important theoretical works in social sciences
  • Keep older histories, store more recent general histories
Delivering Documents

• Provision of timely delivery of requested materials in 24 business hours
• E-delivery to roll out in 6 months
  – Only journal articles and book chapters pageable from SAL3 will be scanned and sent directly to users
  – Ineligible: maps, newspapers, media, microforms, material placed on course reserves, Special Collections and University Archives, or material that is fragile, brittle, or too tightly bound
  – Links will be up in SearchWorks to request such service
  – Turnaround time is about 4 days, will be shorter when the scan facility moves to SAL3
Reference


Thank you!

Questions?

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