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CIP -3 SHORT TERM PROJECT EXPLANATION

page 1 of 2

AGENCY	University of Florida	LAS/PBS BUDGET ENTITY CODE	_____
BUDGET ENTITY	State University System	APPROPRIATION CATEGORY CODE	_____
PROJECT TITLE	SHARED STORAGE FACILITY FOR THE FLORIDA STATE UNIVERSITY SYSTEM LIBRARIES	AGENCY PRIORITY	JOINT USE
		PROJECT CATEGORY	SPEF
		AFP CODE	_____
BE CONSTRUCTED BY:	CONTRACT <u>X</u> FORCE ACCOUNT _____	STATE COMP PLAN CODE	_____

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PURPOSE, NEED, SCOPE, RELATIONSHIP OF PROJECT TO AGENCY OBJECTIVES

Recently, the deans and directors of the State University Libraries (SUL) assessed their current space and projected collection growth and confirmed the necessity for additional remote storage for collections. A shared storage facility will provide the means to preserve important state resources, provide for good access by citizens of the state, and manage the service with efficiency and cost effectiveness.

At its June 2007 meeting the Council of State University Libraries (CSUL) agreed to pursue development of a shared high density storage facility in Gainesville to be managed by the University of Florida (UF) on behalf of all of the participating libraries. CSUL will begin to address issues relating to governance, including cost-sharing to maintain the facility and sustain operations, at its September 2007 meeting. There are many existing storage collaborations that will serve as models.

To meet the state-wide demand for storage, we are seeking funding to build a new six-aisle high-density shared storage facility adjacent to the current UF Auxiliary Library Facility (ALF). The estimated capacity of the new facility would be three million volumes. It will take approximately two years to complete the initial move into the new facility. This includes on-site processing (bar coding, updating location records in the SUL catalog, sorting by size, and inserting in storage trays) and shelving of the 1.5 million volumes already in storage at UF, Florida State University (FSU) and other SUL. Cost estimates are provided on the attached CIP-3 Short Term Project Explanation.

As part of this project approximately 25,000 square feet in the current ALF will be renovated for processing, digitization and preservation. Digitization will be used for delivery of material to requestors, subject to copyright law and the characteristics and condition of the items. An on-site preservation facility will allow treatment of new items as well as the existing collections. Including preservation and digitization services along with collection storage is a cost-effective use of the space.

Once the new six-aisle facility is full, the remaining 21,000 square feet in the current ALF can be renovated to provide capacity for an additional 1.5 million volumes. This will require upgrading the current HVAC and installing high density shelving. Funding for this renovation is not included in the current request, but will be requested when the new facility reaches 85% capacity.

The size of the proposed new facility was based on existing and anticipated needs of the SUL. The experience of other institutions suggests that it is in the state's best interest to ensure that the facility that we build is adequate to meet projected needs for five to ten years and that the site selected provides adequate space and infrastructure for future expansion. We anticipate that the new facility and the renovation of the existing ALF will meet SUL storage requirements for at least ten years. The proposed site will accommodate up to three additional high density storage units when they are needed.

## **FACTORS SUPPORTING COLLABORATIVE STORAGE**

It is important to understand the current situations that support the urgency of this collaborative proposal.

- Even with the expanding use of electronic resources, physical collections of books and other materials in the SUL continue to grow. There are already more than 15 million physical volumes in the SUL and almost 400,000 new volumes are added each year.
- New methods of teaching and learning involve group activities, use of technology, and social networking. These activities are ideally located in campus libraries but such activities demand additional and/or redesigned space.
- Increasing reliance on and demand for digital resources make it cost-effective to use remote storage for less-frequently used print resources.
- Shared storage makes it possible to achieve greater fiscal and spatial efficiency through removing duplicate copies of materials that are not in high demand.
- A shared storage facility is less expensive in terms of both facility and staff cost than are individual institution-specific facilities.
- A facility designed expressly for the storage of library materials utilizes optimal temperature and humidity controls to enhance preservation. The storage facility environment prolongs the life of the materials substantially beyond that of standard library space.
- A state of the art facility that includes digitization equipment enhances services (and protects materials) by enabling staff to provide a digital copy that can be delivered directly to the requesting patron.
- Over time a well-managed and responsive shared storage facility that includes holdings from SUL (including their health and law libraries) is beneficial to all citizens in the state of Florida.

## **CHARACTERISTICS OF AN EFFECTIVE SHARED STORAGE FACILITY**

What must a shared storage facility include to be effective?

- It must be accurately inventoried, well-managed, secure, and clean.
- It must be environmentally controlled with levels of temperature (50 degrees) and humidity (35%) that prolong the life of material stored there.
- It must provide reliable, regularly scheduled retrieval and delivery.
- It must provide the capacity for digitizing and delivering materials electronically in compliance with copyright law.
- It must provide appropriate space and environment to house non-print materials such as microforms, audio and video recordings, etc.

## **STORAGE REQUIREMENTS AT STATE UNIVERSITY LIBRARIES (SUL)**

At present, the Smathers Libraries at the University of Florida store approximately 900,000 volumes in ALF. The facility is on NE 39<sup>th</sup> Avenue, close to the regional airport and about 5 miles from the main campus. UF staff has identified 400,000 additional volumes to transfer to storage to reduce overcrowded shelving and provide more user spaces in its branch libraries, but the current facility can accommodate no more than 250,000 additional volumes without a new facility.

Florida Atlantic University (FAU), Florida International University (FIU), FSU, University of Central Florida (UCF), and University of South Florida (USF) have library collections that fill more than 85% of the available shelf space. This percentage is generally viewed as the maximum desirable to maintain a viable active collection that allows for the integration of new materials.

Most of the SUL have been actively exploring storage possibilities as their collections grow and they work to meet the demand for other uses of current library space. FSU currently has more than 11% of its collections in storage. The USF Tampa campus library has begun moving journals into storage. The University of West Florida (UWF) has indicated a desire to move a portion of its collection into storage, and FSU Law and Florida Gulf Coast University (FGCU) will need remote storage in the next five years or less. Florida A&M (FAMU), the University of North Florida (UNF) and FIU Law report that there are no urgent storage needs within five years, but there are likely to be requirements thereafter.

## **BACKGROUND: THE UF EXPERIENCE**

The University of Florida has used off-site storage to supplement primary campus libraries for more than twenty-five years. This has included on-campus storage, rented space off-campus, and the current use of a building formerly occupied by Florida's Department of Transportation. Use of these facilities has been successful when library records are accurate and accessible and when there is reliable, regularly scheduled delivery of materials to campus library pick-up points. Library users request materials online using the library catalog. Requests are received electronically at ALF, and staff retrieve and deliver requested materials to Library West once daily, Monday through Friday. ALF housed the entire Library West collection during the two and a half years that the building was closed for renovation and expansion. During that period, deliveries were made to Marston Science Library four times each business day, and week-end deliveries were also included in the schedule. Library users have adapted well to the model of having high use items in campus libraries and lower use materials available for request and delivery from off-campus facilities.

The current UF facility has substantially higher density than standard library stacks, but it is not a true high density facility. The proposed facility would use higher and deeper shelves and store print materials by size. The shelving depth reduces the space needed for aisles between rows of shelving, substantially increasing the storage capacity of the building.

Revised 8/23/07

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**STATISTICAL JUSTIFICATION:**

Facility Type	Service Load	Planned Use Factor	User Stations Required	Existing Stations	New Users Stations Req.	Space Factor	Net Area Required
Campus Support Services							

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