

Policies for the Statewide University System Shared Collection
at the High Density Facility

Version 1.5

The Florida State University System Shared Collection (SUSSC or the Shared Collection) is a collaborative venture among the members of the Florida State University System (SUS) Libraries. A Statewide Storage Task Force (SSTF) (<http://csul.net/storage/storage.shtml>) was established with membership from all eleven SUS Libraries, as well as representatives from the Independent College and Universities of Florida and the Florida College System, in anticipation of future participation.

The goal of the Shared Collection is to provide participants with highly cooperative solutions for the storage of low use library materials. The SUSSC will be housed in an environmentally controlled, carefully inventoried and secure high density facility located in Gainesville and administratively hosted by the University of Florida. Materials from participating libraries will be voluntarily and permanently transferred to the Shared Collection and made available for retrieval by means of a Florida specific unmediated borrowing service, through traditional interlibrary loan, or by electronic delivery.

The SSTF is responsible for drafting and recommending the policies that apply to the SUSSC, which are then vetted widely and carefully. The Technical Services Planning Committee, the Public Services Planning Committee and the Collections Planning Committee review and provide feedback on relevant SSTF policies. The Council of State University Libraries (CSUL <http://csul.net/>), made up of the Deans and Directors of the SUS Libraries, provide final approval to all policies that govern the Shared Collection.

Listed below are the current CSUL approved policies for the SUSSC.

1. Collection materials and environment

- a. Formats: The storage facility will accept the following formats: paper-based, microforms, maps, blueprints, photographs, manuscript & archival materials, video & audio recordings; specifically excludes motion picture film, textiles, and works of art. (Council of State University Libraries [CSUL] approved a slightly modified version of this policy in September 2008)
- b. Conservation: The storage facility will have a conservation unit attached. The University of Florida's Preservation Department will be relocated to the facility. Services from this unit may be available to donating institutions; further discussion is required to

determine what services will be available and how those services will be provided. (CSUL approved in September 2008)

- c. Environment: The storage module will feature a high quality preservation environment with desiccant dehumidification, set points of 35% relative humidity and 50° F, air filtration, and low lighting levels. (CSUL approved in September 2008)
- d. Single Copy policies:
 - i. The facility will retain one copy of a monograph. If an electronic copy is held by a participating library in a permanently available collection by trusted third parties (like Internet Archive), this will also be included in the record and will be the preferred method of circulation. (CSUL approved in July 2009)
 - ii. The facility will retain one copy of print serial titles. (CSUL approved in March 2009)
 - iii. The facility will retain only one copy of any title in microfilm. (Statewide Storage Task Force [SSTF] approved in April 2010.)
- e. Condition of materials:
 - i. Paper Based Materials (1. e. i. 1-5 approved by CSUL via email November 2010)
 - 1. Paper based materials shall be inspected by staff at the originating library and deemed mold and pest free before shipment to the storage facility. Staff at the facility will examine arriving volumes for these issues. If any materials are moldy or infested, the University of Florida Preservation Department, which will be located in the High density facility complex, will be consulted. The originating library will also be notified.
 - 2. A reasonable effort should be expended by the originating library to ensure that the volume is intellectually complete before shipment to the facility.
 - 3. Monographs and journals selected for shipment to the storage facility may be in deteriorated condition. They may have loose pages, text blocks coming out of the case, or contain brittle paper. Very minimal preservation treatment will be supplied to these items in order to allow them to be trayed.
 - 4. If a monograph that has been retrieved from the collection in order to be circulated is deemed damaged by storage staff, it shall be placed into a non-custom fit protective enclosure to support it during the circulation. Both the volume and the protective enclosure shall be returned to the facility upon completion of the circulation. At that time, the on-site Preservation Department staff shall examine the volume and determine what, if any, further treatment it requires.
 - 5. Rarely, a volume will be deemed too fragile to circulate by storage facility staff in consultation with the on-site Preservation Department staff. In that case, and

if copyright allows, efforts shall be made to provide electronic access to the volume.

- ii. Microfilm: Microfilm with vinegar syndrome will not be accepted into the facility. (CSUL approved June 2010)
 - iii. Contamination: The storage facility retains the right to return contaminated material to the home library if that material poses a threat to items currently shelved in the facility. (CSUL approved September 2008)
- f. Completeness of Collection:
- i. Comprehensive issue by issue verification of print serial volumes will not be undertaken. Instead, UF's copy will serve as the default copy to be deposited into the storage facility. If an issue is obviously missing from a bound volume, as determined via missing issue notes in the Aleph holdings or a yellow missing issue sheet tipped into the volume, this copy will not be deposited. Issues with obvious physical damage (e.g., water damage, brittle, overly stained, etc.) will also not be deposited. FSU will be the first institution contacted to fill the gap. If it is necessary to look beyond UF and FSU, individual institutions will be contacted. (CSUL approved in July 2009)
 - ii. As part of the statewide JSTOR review, any print periodicals held at UF that are currently on publicly accessible shelves and that will not be immediately transferred to storage can remain on open shelves if secured (must be made building use only). (CSUL approved in December 2009)
 - iii. When the facility is complete, all JSTOR items will be reviewed on a title by title basis before moving into the new facility. These decisions will be based on the actual physical usage of these materials from the previous years (while the material was in interim storage or building use only). (CSUL approved December 2009)
- g. Ownership is transferred to the storage facility but libraries which discard their copy because a shared copy is in the storage facility may continue to count ownership of material duplicated in the shared collection. There is no guarantee of continuation; therefore decisions regarding the maintenance of current local subscriptions will remain the decision of those institutions. However, material that is donated to the facility is expected to remain in the facility. Government Documents represent an exception: since they are federal property, ownership will be temporarily transferred to the facility. If the item is to be discarded later, the responsibility for the item returns to the donating library. (CSUL approved in September 2008)
- h. Responsibilities of the Shared Collection Facility include inventory control, access, and preservation of the stored collection. Additional information will be added as it becomes available. (CSUL Approved in September 2008)

- i. Items sent to the storage facility are considered permanent transfers; these items are retained for use by the state university libraries and will be scanned electronically or loaned. Exceptions will be made only through a written request and after review by the Collection Planning Committee. (CSUL approved in September 2008)

2. Physical access to the Collection

- a. Reading Room: The storage facility will have an onsite reading room, where patrons may temporarily view materials. Requests must be made in advance and items requested for viewing will not leave the premises. Hours for the reading room will follow those of the facility. At the end of each business day, materials will be removed from the reading room and returned to the closed stacks. Certain materials may carry limited viewing restrictions as designated by the donating institution. Further policies regarding the reading room will be a topic of future discussion. (CSUL approved in September 2008)
- b. Bound Journals (CSUL approved this exact language in June 2010. Previous, similar language in several recommendations approved in September 2008)
 - i. Digital document delivery will be the preferred delivery mechanism where there is not already an electronic equivalent available.
 - ii. Document delivery will be utilized following ALA ILL guidelines.
 - iii. There shall be access to large runs of bound journals via a reading room at the facility.
 - iv. If there is electronic access to journal content available via a publisher, but the quality of the scans is insufficient for scholarly use, staff at the facility will rescan and deliver the necessary pages in color and at sufficient resolution.
 - v. If digital document delivery is not available or the quality of the scans produced insufficient, case by case exceptions may be made by facility staff. If any exceptions are granted, the bound journal may be sent to the requesting library where it will be limited to in building use only.
- c. Items are loaned to the individual library and that library has responsibility for the item, notices, fines, etc. Monographs will be loaned for two months and journals will be loaned for two weeks. Items not picked up by patrons within one week after arrival at the borrowing library will be returned to the storage facility. (CSUL approved in September 2008)

3. Intellectual access to the Collection

- a. Every item sent to the facility should have current OCLC records. The OCLC symbol for the home library will be removed prior to shipment to the facility. On arrival, the new OCLC symbol will be added by facility staff. (CSUL approved in September 2008)

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- b. Uncataloged items will not be sent to the statewide storage facility. Facility staff should be able to process and shelve items upon arrival, without additional cataloging required. Cataloging is the responsibility of the depositing institution. Each library has a liaison who coordinates transfers/updates with the storage facility. Items will be cataloged using MARC format along with any specific policies that are adopted by the consortium. Government documents will utilize records similar to those used by GPO in cataloging government publications. (CSUL approved in September 2008)
- c. The contributing library will supply volume holdings data prior to transferring items to the storage facility. Further details regarding the transfer of this information will be developed once Aleph and systems-related decisions are clarified. (CSUL approved in September 2008)
- d. Barcodes:
 - i. Each item sent to the SUSSC must have a barcode assigned to it by the originating library. It can be on the inside or outside of the volume.
 - ii. Though it is not required, if the originating library prefers, the outside barcode shall be placed on the back cover in the top right corner.
 - iii. The barcode must link to an active item record in the online public access catalog of the originating library. That item record must be associated with holdings and bibliographic information for the title.
 - iv. Standards for the quality, quantity and type of data available in the item, holding and bibliographic records, once created and approved, shall be met for all items sent to the facility.
 - v. If the item arrives at the facility and the barcode is on the inside or on the outside in a non-back cover, top right corner placement, the facility shall duplicate a copy of the originating barcode and place it in the correct position. (CSUL approved in March 2011)
- e. Bibliographic records must conform to guidelines developed by the Statewide Storage Task Force which are available at http://csul.net/sites/csul.fcla.edu/uploads/Guidelines_Catalog_Storage_FINAL.pdf . (CSUL approved in September 2008 and September 2011)

4. Other policies

- a. Annual assessments will be billed to participating State University Libraries. These assessments will be based on institutional size (FTE) and will be used to fund daily operating costs of the facility. Special services will require additional fees. (CSUL approved in July 2009)
- b. Course Reserves (4.b.i-vi approved by CSUL via email November 2010)

- i. Monographic materials in the SSC may be physically loaned to a participating library and placed on semester long course reserve (SLCR). Any SSC materials on SLCR should have an 'in building use only' designation while on loan to the participating library.
 - ii. Non-participating libraries will not be allowed to request SSC items for SLCR.
 - iii. If a monograph out on SLCR is needed by a patron at any library, that patron should be directed to Interlibrary Loan to fulfill the request from a collection other than the SSC. The monograph on SLCR will not be recalled.
 - iv. If the participating library that placed the monograph on SLCR needs the same book for SLCR again, that library should try to purchase a copy of the book, rather than request it from the SSC again.
 - v. An entire bound periodical volume from the SSC shall not be placed on SLCR. If a library needs an article from a periodical in the SSC, it shall be scanned and an electronic copy sent to the requesting library.
 - vi. After three years of facility operation, this policy shall be reviewed to determine its efficacy.
- c. FLorida Academic REpository (acronym FLARE) was approved as the general name for the Florida academic library storage efforts. (CSUL approved March 2012)