

MEMORANDUM

To: Judy Russell, Dean, University of Florida Libraries
From: Julia Zimmerman, Director and University Librarian, FSU
Subject: Immediate storage needs
Date: February 1, 2008

The major storage and stack areas of Florida State University's central library system (Strozier, Dirac, and two remote storage facilities) are at least 88% full, which, as you know, is unacceptably full. In the next year we will be forced to find additional remote storage facilities to accommodate anticipated new materials.

A facility that allows 10 years of growth will require approximately 10,000 usable square feet of floor space. Rates for large storage buildings in Tallahassee typically run \$10 per square foot for annualized rent, or \$100,000 per year.

The cost of providing Heating, Ventilation and Air Conditioning (HVAC) would be added on top of the rental fee.

The cost of shelving, based on a quote from Southeast Storage Solutions, is also significant. Approximately 1,800 units are needed at a cost of \$460,000. With shipping (\$15,000) and installation (\$25,000) the total start-up costs of the facility would be around \$500,000.

My best estimate is that first year costs will run approximately \$650,000. Ongoing costs would run \$150,000 to \$200,000 annually. Detailed information is included in the following memo.

FSU thanks you for taking the lead in this most important project.

MEMORANDUM

To: Julia Zimmerman, Director of University Libraries
Roy: Roy Ziegler, Associate Director for Collection Development
Date: January 31, 2008
Subject: University Libraries' Immediate Storage Needs

To assess FSU's immediate storage needs, I asked Ted Chaffin to provide information regarding the circulating and closed stack collections in Strozier and Remote Storage buildings; Sharon Schwarzel regarding circulating collections in Dirac; and Lucy Patrick about Special Collections, Pepper, archival collections and the consideration of future archival collections. I'd like to thank them for their timely response to the request for information. FSU's autonomous libraries (Information, Law, Medicine, Music) did not express a need for additional storage.

University Libraries Locations:

Strozier Library: The circulating stack areas and the closed stack areas in the subbasement are at 88% capacity. According to commonly held stack maintenance standards, this constitutes full shelves. A 20% reduction of existing shelving would accommodate future acquisitions for approximately 10 years.

- Freeing space for long-term collection growth **40,574 linear feet**

Dirac Library: The circulating stack areas in Dirac are at 88% capacity. This essentially puts the library at full capacity. A 20% reduction of the materials currently on the stacks would allow for future growth in the collection and ease maintenance demands immediately.

- Freeing space for long-term collection growth **6,268 linear feet**

Pepper Library: Recently Pepper rejoined the University Libraries.

- D'Alemberte Collection 1 **60 linear feet**
- 19 various collections previously filmed **75 linear feet**
- Claude Pepper Memorabilia **1,467 linear feet**

Special Collections: The department currently has collections that either are unprocessed or are taking up an inordinate amount of space and

would be better housed off-site. The department has been offered significant collections which cannot be accepted because of lack of space.

Currently Held Collections

- Hanes vs. Shoney's (closed materials) **120 linear feet**
- Peterson Collection (closed materials) **33 linear feet**
- D'Alemberte Collection 2 (unprocessed) **15 linear feet**
- Abele Collection (unprocessed) **100 linear feet**
- Dissertations/Masters Thesis/Honors **2,800 linear feet**

Collections Being Considered

- Woman's Studies **100 linear feet**
Tallahassee NOW (50 ft),
Women's Health Center, Tallahassee (50 ft)
- Schieffer **80 linear feet**
- Crow-Mag Lab **80 linear feet**
- Kasha **100 linear feet**
- Horwood **100 linear feet**
- Hoffer 150 ft/books + 328 ft/manuscripts **478 linear feet**

Remote Storage 1: This old building has many physical and environmental control problems. The temperatures in the building fluctuate greatly. The roofing system is overwhelmed by heavy rains and the building periodically is infested with bugs and rodents. Even though the shelving is at 100% capacity, the building should be taken off-line completely. The materials that are housed in this location are at high risk of being permanently destroyed due to numerous threats.

- Relocate entire collection to new facility **8,606 linear feet**

Remote Storage 2: This relatively new building has near perfect environmental controls and seldom has problems with rodents or bugs. Unfortunately it is at 95% capacity. In order to accommodate additional growth, the materials located on these shelves should be reduced by 20% to allow for easier use and maintenance of the materials.

- Freeing space for long-term collection growth **3,668 linear feet**

Grand Total 64,724 linear feet

Conclusion

In the interest of simplicity, if Remote Storage 2 were completely filled it would hold about 20,000 linear feet of material. If we were to relocate 64,724 linear feet from all of the above mentioned locations, the library would need slightly more than 3 additional storage buildings equivalent to the size of Remote Storage 2's 3,506 usable square feet of floor space.

Keeping with round numbers, this would require a little more than 10,000 usable square feet of floor space (using the 6 shelf double-sided shelving unit model). Large storage building rates in Tallahassee typically run \$10 per square foot for annualized rent. For the year this would cost \$100,000 just for leasing the facility.

The cost of providing Heating, Ventilation and Air Conditioning (HVAC) would be added on top of the rental fee.

Lastly, there is the additional cost of shelving. I have received a cost estimate from Southeast Storage Solutions. The cost of a double-sided shelving unit would be \$255. When multiplied by the 1,800 units needed, this would cost \$460,000. Add the shipping cost (\$15,000) and the installation (\$25,000), the total start-up costs of the facility would be \$500,000.

My best estimate is that the first year costs will run approximately \$650,000. Ongoing costs would run \$150,000 to \$200,000 annually.