

April 10, 2008

To: Dean Russell  
RE: UF Storage Facility Projections

Recently, the proposal for a shared, statewide high-density storage facility for the state university libraries was approved by the Board of Governors. However, the project's funding was delayed until 2010/2011. This decision has serious implications for our immediate and short-term storage needs.

Best practice in libraries suggests that shelves should not be completely filled with books; it is generally recommended that each shelf not be more than 86% filled, which leaves a small cushion for new additions. Currently, the storage facility at UF is 79% full, with room for 30,000 linear feet of material if every shelf is filled. Immediate transfers for this year alone are anticipated to consume the majority of this available space, and the facility will be 96% full. Based on this data, we would not have enough room to complete all of the transfers needed in 2009. In less than two years, the facility will be completely filled, with each shelf filled with books from end to end. Storage space needs for the remaining years could perhaps be addressed through rental space. A breakdown of the anticipated transfers is included below.

Linear Feet for transfer to ALF:

2008/2009 - Total LF needed: **24,974 LF**

- 2,300 LF from the Architecture and Fine Arts Library
- 108 LF from the Journalism Library
- 3,802 LF from the Marston Science Library
- 100 LF from the Music Library
- 2,690 LF from the Latin America Collection
- 1,550 LF from Special Collections
- 300 LF of JSTOR materials from Library West
- 124 LF from the Reference Collection in Library West
- 13,000 LF from the Health Sciences Library

2009/2010 - Total LF needed: **55,900 LF**

- 300 LF from the Architecture and Fine Arts Library
- 50 LF from the Journalism Library
- 51,500 LF from the Marston Science Library
- 100 LF from the Music Library
- 1,000 LF from the Latin America Collection
- 1,550 LF from Special Collections
- 300 LF of JSTOR materials from Library West
- 100 LF from the Reference Collection in Library West
- 2,000 LF from the Health Sciences Library

2010/2011 - Total LF needed: **5,900 LF**

- 300 LF from the Architecture and Fine Arts Library
- 50 LF from the Journalism Library
- 1,500 LF from the Marston Science Library
- 100 LF from the Music Library
- 108 LF from the Journalism Library
- 1,000 LF from the Latin America Collection
- 1,550 LF from Special Collections
- 300 LF of JSTOR materials from Library West
- 100 LF from the Reference Collection in Library West
- 1,000 LF from the Health Sciences Library

It is important to consider not only the space considerations in the storage facility, but also the lost opportunities caused by of not moving material to the facility. If we cannot transfer items to the facility, impacts will be felt by the library patrons. Among these impacts are the inability to:

- Create a Geographic Information System Lab for the Government Documents department
- Increase study seating and make room for more computers in Government Documents
- Shelf new material in Government Documents
- Create a dim archive for shared materials from FSU, which means FSU may have to seek short-term storage through rented space
- Increase study seating and public space in the Architecture and Fine Arts Library
- Create additional study seating and public space in the Health Sciences Library
- Accept “gifts in kind” donations of materials or special archives

Specific costs for acquiring short-term space to house materials until the new facility is built are available through two basic options. First, storage could be contracted through a private vendor, such as Iron Mountain. This company would be responsible for moving the material, storing it, and retrieving and reshelving it as requested. A breakdown of estimated costs for this service, based on information from that company, is included below:

- Year 1: Assuming transfer of half of the linear footage in year 1 (transfer fee, monthly storage fee, retrieval fee, refile fee, and purchase of boxes):  
**\$298,890**
- Year 2: Assuming transfer of remainder of linear footage in year 2 (transfer fee, monthly storage fee, retrieval fee, refile fee, and purchase of boxes):  
**\$317,454**

The second option for short-term storage of materials is to rent space from a local vendor. UF has previously used space available through Butler Plaza Management. This space may still be available, and a breakdown of costs is included below:

- Annual rental fee: **\$120,000**
- Purchase/installation of additional shelving: **\$463,500**
- Hiring movers to move and shelve this material: **\$120,000**

Examining these costs, one begins to see the short-term impact of the funding delay. In addition to the inflationary costs caused by the delay in funding, the university would incur a minimum of **\$616,344** in storage costs. Considering that the current storage facility will be filled to capacity in 2009, as well as the lost opportunities which directly impact patrons and services, the need for more storage space is clear. If there is any possibility of moving the release of construction funds to an earlier date, I would strongly urge that action.

Sincerely,

Ben Walker  
Collection Planning Librarian