

IMPLEMENTING A MANDATED SPACE CHANGE: THE UNEXPECTED BENEFITS TO LIBRARY SYSTEMS

KATHE OBRIG, MLS, LIONEL WILLIAMS, LEAH PELLEGRINO, MSLS, JENNIFER McDaniel, and George Paul, MLS HIMMELFARB HEALTH SCIENCES LIBRARY, THE GEORGE WASHINGTON UNIVERSITY MEDICAL CENTER,

MOTIVATION

- The Himmelfarb Health Sciences Library received a mandate to convert the second floor into quiet student study space in September 2008. The conversion would involve the removal of the 70,000 volume bound journal stack collection.
- Deadline to complete the physical removal was early November 2008
- Library staff developed a two-stage plan to complete the conversion with maximum efficiency and minimal impact to library users.
- Physical removal plans were made for completion within the mandated timeframe.
- Work processes were developed to ensure that bibliographic and holdings records in the catalog were updated in a timely manner.





STAGE 1: PHYSICAL RELOCATION

Library staff cleared the second floor of all bound journals within a 4-week time frame. Collection Management and Serials staff collaborated to categorize the journals into three groups: titles for offsite storage, titles to be moved to onsite closed storage and titles for discard assuming content was available electronically. Due to space constraints at the offsite storage facility, all titles noted for removal to storage were verified with the facility.

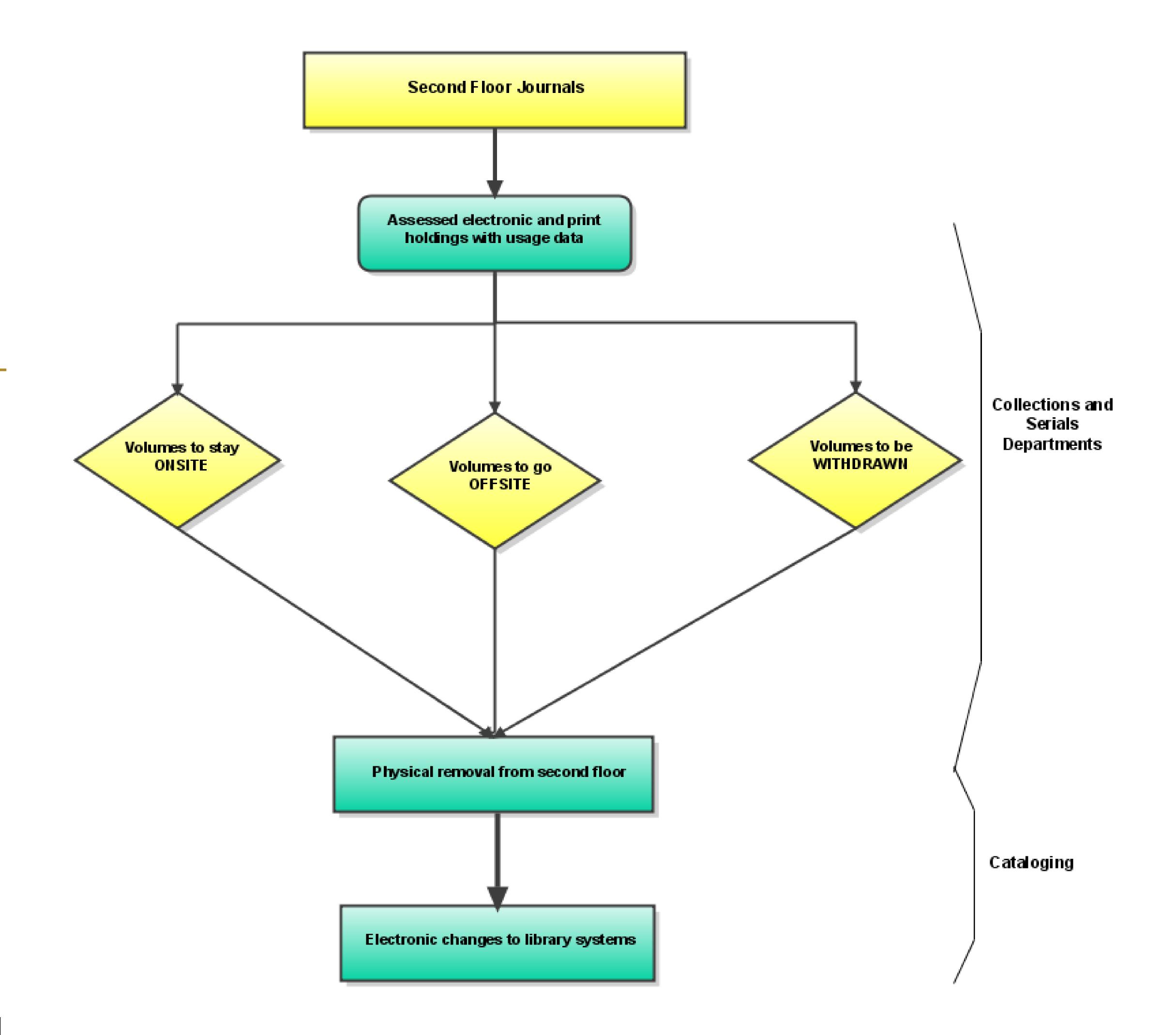
- Physical disposition of titles and volumes in all three groups was tracked using Microsoft Excel spreadsheets.
- Color coded taping system for marking all three areas of the collection was developed by Serials department.
- Comparison of print holdings and electronic content for all affected journal titles was completed to identify print volumes for discarding or donation, to minimize overlap.
- Due to offsite storage facility space constraints, GWUMC faculty were consulted regarding all titles earmarked for offsite storage.

Select volumes were donated to the National Library of Medicine.

STAGE 2: ELECTRONIC RELOCATION

Cataloging, Serials and Collection Management staff collaborated together to develop and implement plans to update records in the library's catalog, the serial control records in Sirsi WorkFlows, the print and electronic holdings listed in Serials Solutions 360 Resource Manager and SERHOLD. Separate processes were required to modify holdings information in each system for accurate electronic reflection of the physical moves.

- Systems librarian developed a new "onsite storage" location for the catalog.
- Temporary workers hired by the Cataloging Department were trained to make changes to MARC holdings records and individual item records.
- Serials and Cataloging staff worked together to verify the location of the title/ volumes from the three groups listed on the disposition spreadsheet (those that were kept onsite, those sent offsite and those that were discarded or donated to NLM).
- Cataloging staff updated local print holdings information in Serials Solutions for those titles held in both print and electronic formats.
- Cataloging staff updated print and electronic format holdings in SERHOLD.



RESULTS

- Extensive impact on workflow and significant interdepartmental effort.
- Serials staff devoted a large amount of time to prepare for the physical move, which allowed for an organized approach in a short time frame.
- Detailed review of our journal collection allowed the holdings of the physical and electronic collections to be accurately reflected in all systems.
- Purchase of electronic backfiles increased our electronic journals collection and filled gaps created by the physical relocation.





Going through the process required refinement of our internal procedures for recording and updating journal holdings in a variety of library systems. As a result, all library internal and external records accurately reflect the physical and electronic organization of materials.

- The project helped us to better determine where our print and electronic holdings overlapped, to reduce redundancies in our collection and bring more focus to our increasingly popular electronic journals collection.
- Frequent communication between all departments was essential to ensure accurate updating and agreement of all records.
- Students from the Schools of Medicine and Public Health and Health Services benefited from availability of increased quiet study space.