

HOW A MANDATED SPACE CHANGE BY THE LIBRARY'S PARENT ORGANIZATION RESULTED IN UNEXPECTED BENEFITS TO MULTIPLE INTRA-LIBRARY SYSTEMS

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OBJECTIVE

A project undertaken in 2008 by Himmelfarb Health Sciences Library to relocate its 70,000 volume bound journal collection resulted in benefits to the library in addition to the original goals of the project. This poster will report on the planning and work processes involved and identify the resulting benefits to the library. The project had two stages: (1) planning and physically removing the volumes from the bound journal stacks in 2008 and (2) modifying all relevant electronic records (completed in 2009).

INTRODUCTION

Early in the fall of 2008, the Medical Center decided to convert the entire second floor of the Himmelfarb library, which housed the library's 70,000 volume bound journal collection, into quiet student study space. The deadline to complete this project was December 2008. The Library Operations Department needed to develop a plan to clear the floor as efficiently as possible while minimizing the impact on users. They rapidly developed work processes and procedures which would ensure that bibliographic and holdings records in the catalog were accurately updated in a timely manner.



METHODS

STAGE 1

The Collection Management and Serials Units 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 the content was available electronically (*Figure 1*). The Serials Unit took on the tasks of:

- Developing Excel spreadsheets to document the physical disposition of titles and volumes (those sent offsite, those kept onsite and those that were discarded or donated).
- Developing a color-coded taping system to mark off parts of the collection that were being sent offsite, being kept onsite, or being withdrawn and,
- Comparing the electronic content and print holdings of all journal titles to determine which print volumes could be discarded or donated to minimize overlap.

The Medical Center employed movers to clear the second floor of all bound journals within 4 weeks. The library donated selected volumes from the withdrawn list to the National Library of Medicine.

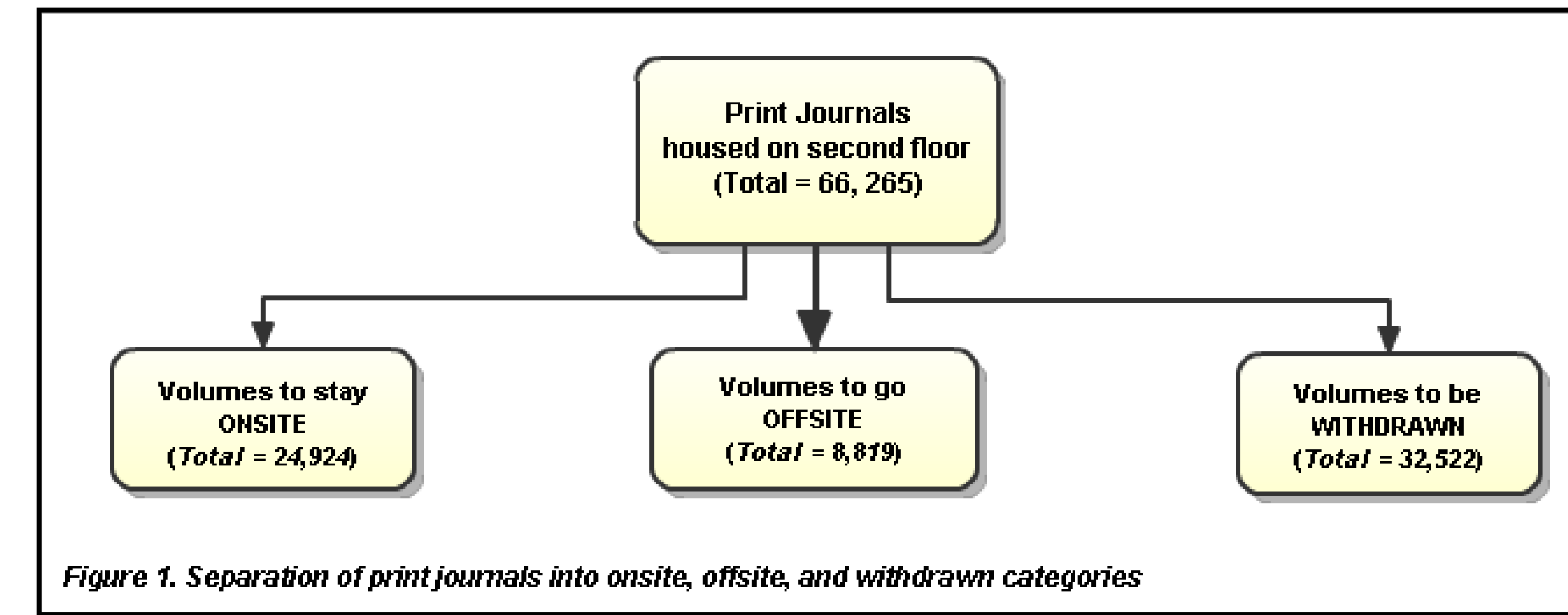


Figure 1. Separation of print journals into onsite, offsite, and withdrawn categories

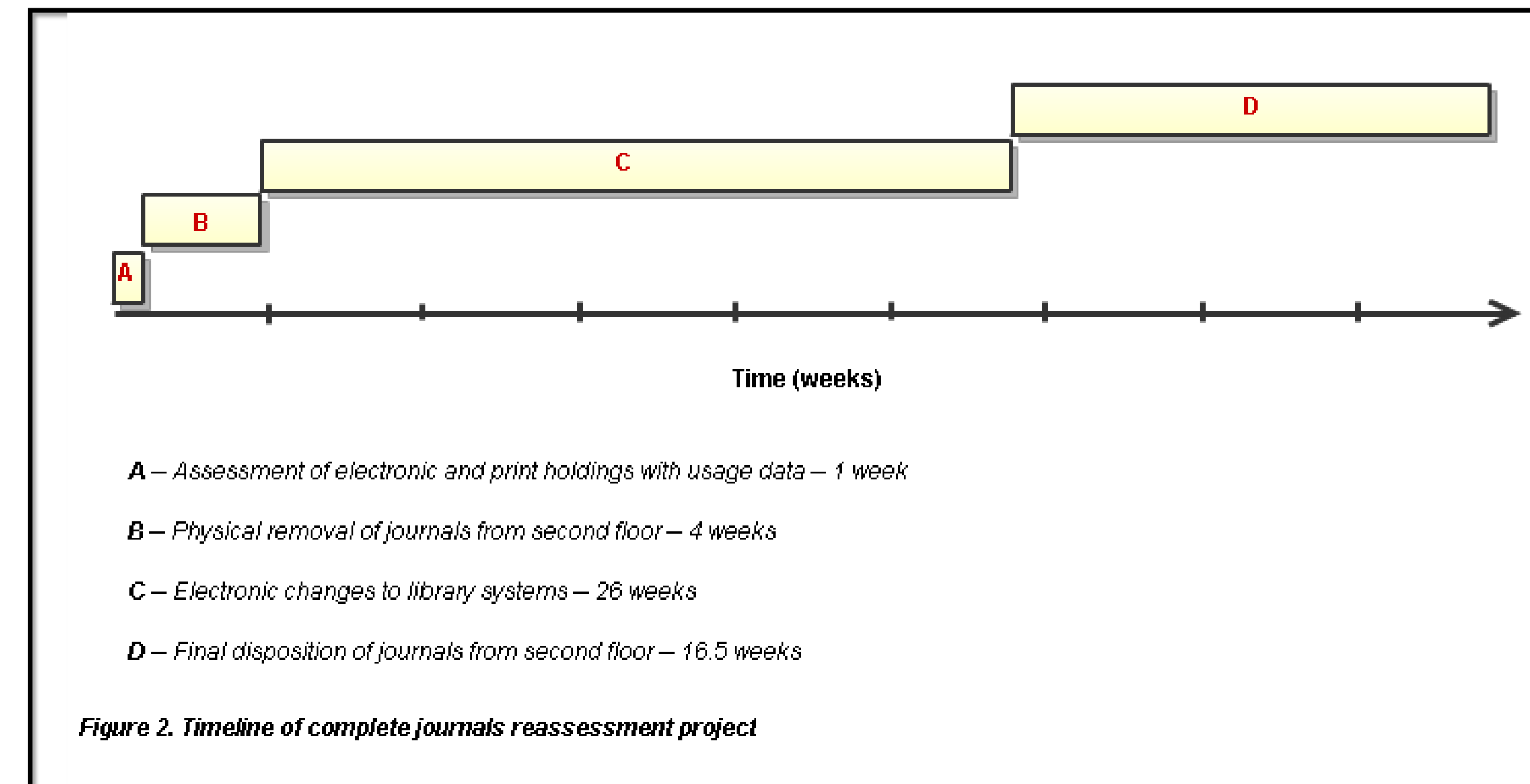


Figure 2. Timeline of complete journals reassessment project

STAGE 2

The Cataloging, Serials and Collection Management Units formed a team which developed and implemented the plans to update the records the library's catalog, the print holdings listed in Serials Solutions 360 Resource Manager, and SERHOLD. Each system required separate processes to modify holdings information for accurate electronic reflection of the physical moves.

- A new "onsite storage" location for the catalog was developed by the systems librarian.
- The Cataloging Unit hired and trained three temporary workers to make necessary changes to MARC holdings and individual item records.
- The Cataloging and Serials Units worked together to verify the location of the title/volumes listed on the disposition spreadsheet (those that were kept onsite, those sent offsite, and those that were discarded or donated to the National Library of Medicine).
- The Cataloging Unit updated local print holdings information in Serials Solutions 360 Resource Manager for those titles that were held in both print and electronic format.
- Finally, the Cataloging Unit updated the print and electronic format holdings in SERHOLD.

Figure 2 shows the complete timeline for both stages of the project.

RESULTS

This project had a tremendous impact on the normal workflow of the Library Operations Department and required significant team effort. As a result of the detailed review of our journal collection, we achieved more accurate holdings information of the physical and electronic collections in all three systems i.e. the library catalog, Serials Solutions 360 Resource Manager, and SERHOLD. Purchasing electronic back files allowed us to fill some of the gaps created by the physical removal and increased our electronic journals collection. The medical and public health students have benefited from the increased quiet study space.



CONCLUSIONS

Although the project was initiated as a modification of physical space use, the results to the library's overall use and internal records were significant and unexpected. We were able to update and more accurately synchronize the records in different library systems. The analysis of the entire journal collection required by the physical removal process enabled us to determine where our print and electronic holdings overlapped and eliminate redundancies in our collection. The replacement of print format volumes with electronic back files where possible resulted in increased access to and growth of our increasingly popular electronic journals collection which in turn better serves our users.