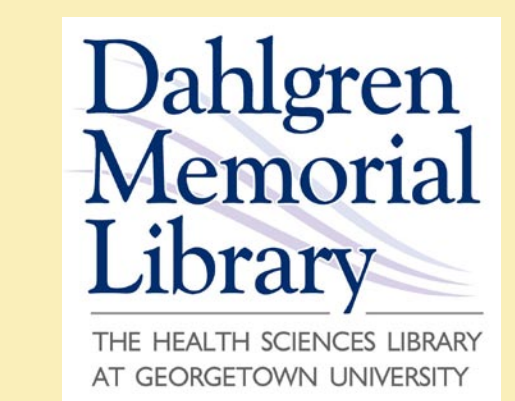


# Running Out of Library Space: Sharing Remote Storage to Increase Cost-Savings and Conserve Space



<sup>1</sup>Kathe S. Obrig, MLS, Associate Director, Collections and Access Services, <sup>2</sup>Vani K. Murthy, MLS AHIP, Technical Services Manager, <sup>3</sup>Tracie E. Frederic, MLS, Assistant Director, Education Services, <sup>1</sup>George P. Paul, MLS, Head, Collection Management, <sup>1</sup>Leah C. Pellegrino, MSLS, Head, Cataloging and Reserves  
<sup>1</sup>Himmelfarb Health Sciences Library, The George Washington University Medical Center, Washington, DC, <sup>2</sup>Montgomery College Libraries, Rockville, MD, <sup>3</sup>Dahlgren Memorial Library, Georgetown University, Washington, DC

## OBJECTIVE:

To report on a cooperative project between two urban academic health sciences libraries to relocate pre-1980 bound journal volumes in a local consortium remote-storage facility.

## OVERVIEW:

- Due to space constraints, the collections staff at the Himmelfarb Health Sciences Library (The George Washington University Medical Center) found it necessary to relocate all pre-1980 bound journal volumes to a local consortium remote-storage facility.
- Dahlgren Medical Library (Georgetown University) had a similar space issue and at the same time was also planning a similar project.
- The two libraries decided to explore collaboration due to:
  - Both libraries are located in close physical proximity
  - Both libraries were already sending their overflow volumes to the same offsite storage facility
  - Both libraries have similar collections
- Discussions were initiated between the two libraries to send one set of the commonly-held titles from one collection to offsite storage and to share processing and storage costs.
- Since the storage facility was also experiencing space challenges, such an agreement would help them extend their storage resources.
- A formal “Memorandum of Understanding” (MOU) was signed by the two library directors covering the intent of the project and cost-sharing methods.

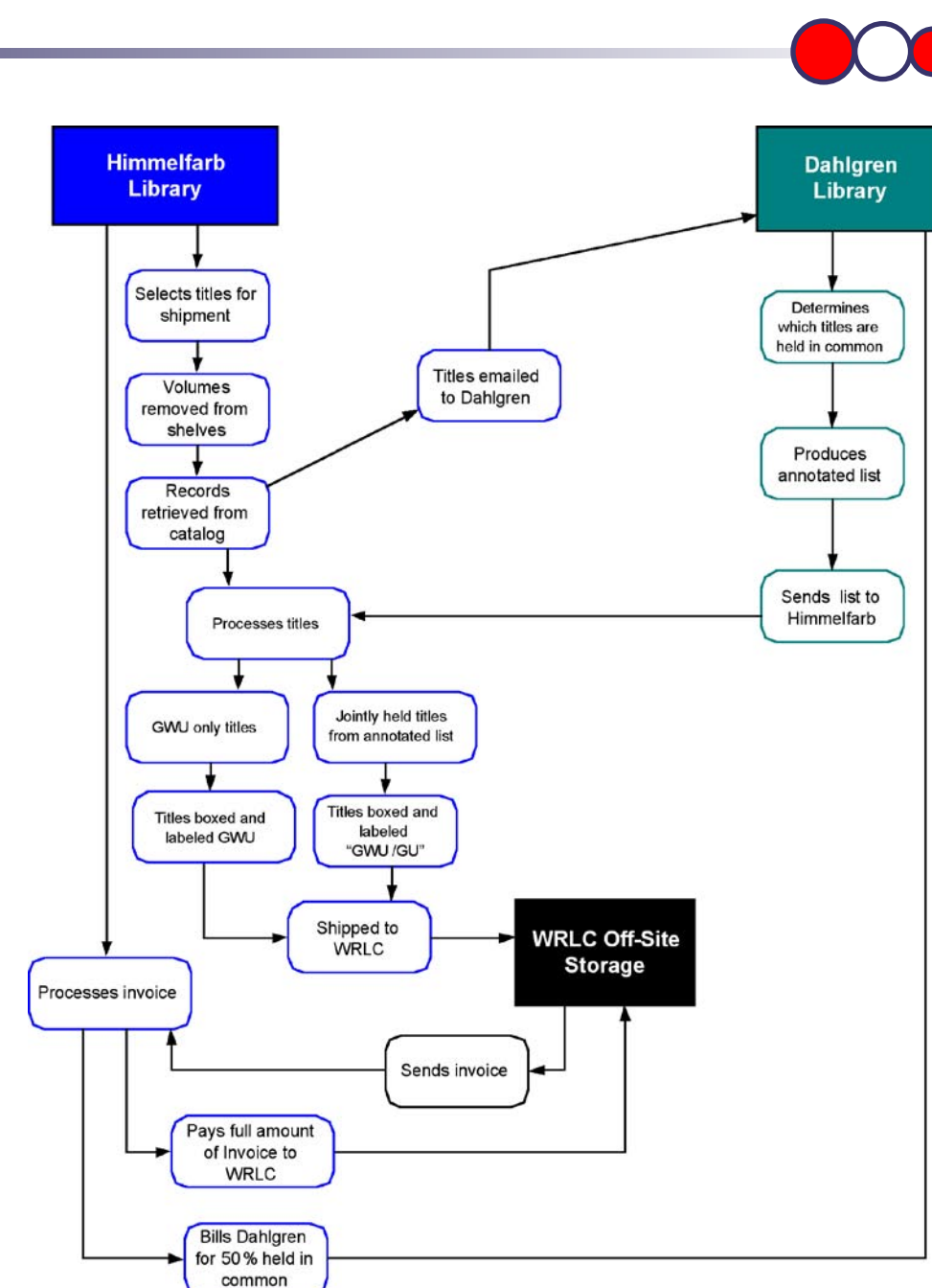
## METHODS:

Once the MOU was signed, the Acquisitions, Serials and Cataloging staff from both libraries met to determine the implementation details.

Both the logistics of coordinating the identification and shipment of commonly-held titles and billing procedures were determined.

### Processes for Shipment:

- Himmelfarb staff pulled, boxed and shipped all common titles, which were determined by computer lists shared with Dahlgren.
- Himmelfarb then separated the common titles and the titles unique to Himmelfarb, and boxed each separately.
- Dahlgren was responsible for shipping their own unique titles.
- After shipment from Himmelfarb Library, the list was transferred to the Cataloging Department.

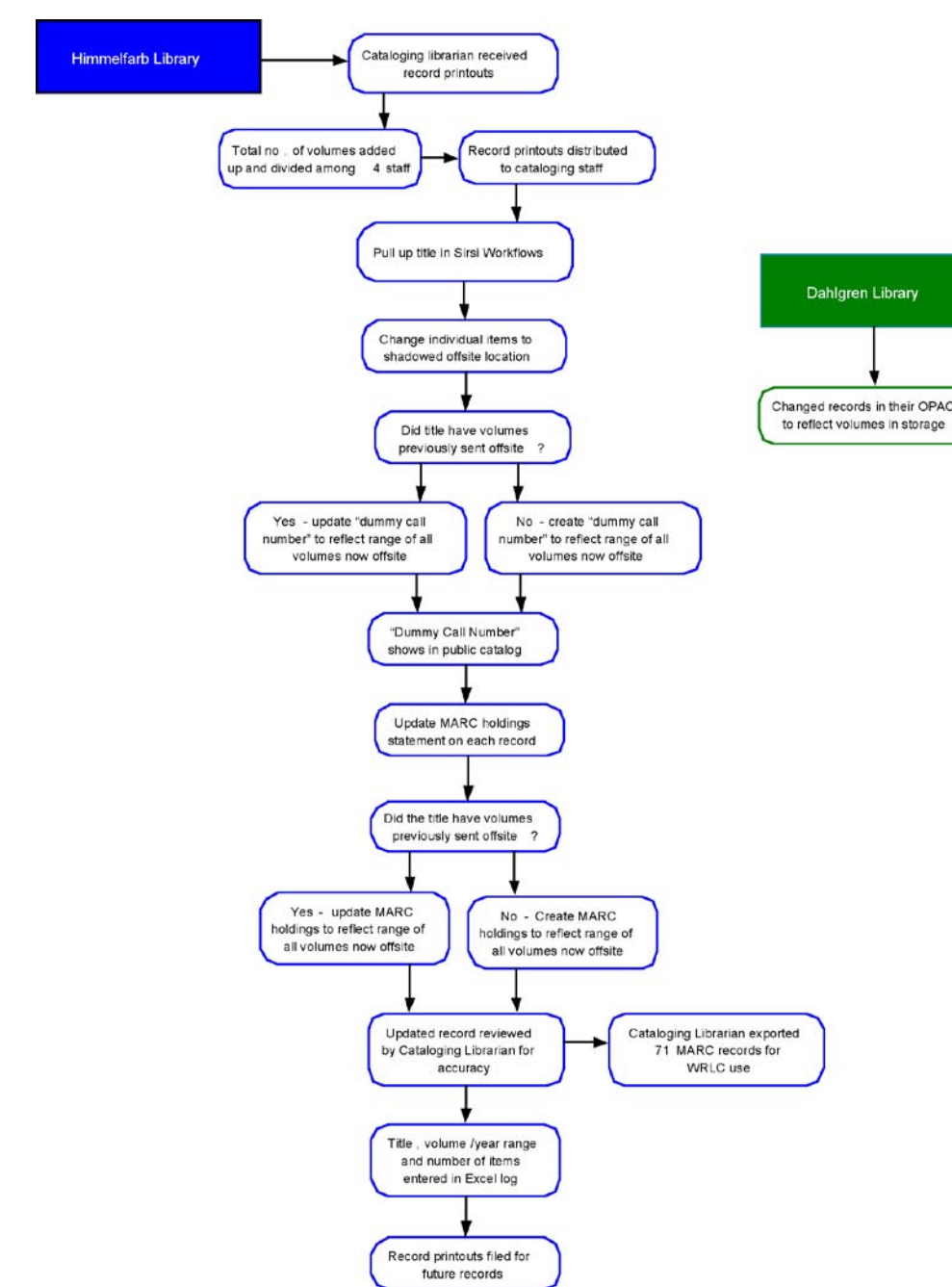


### Process for Billing:

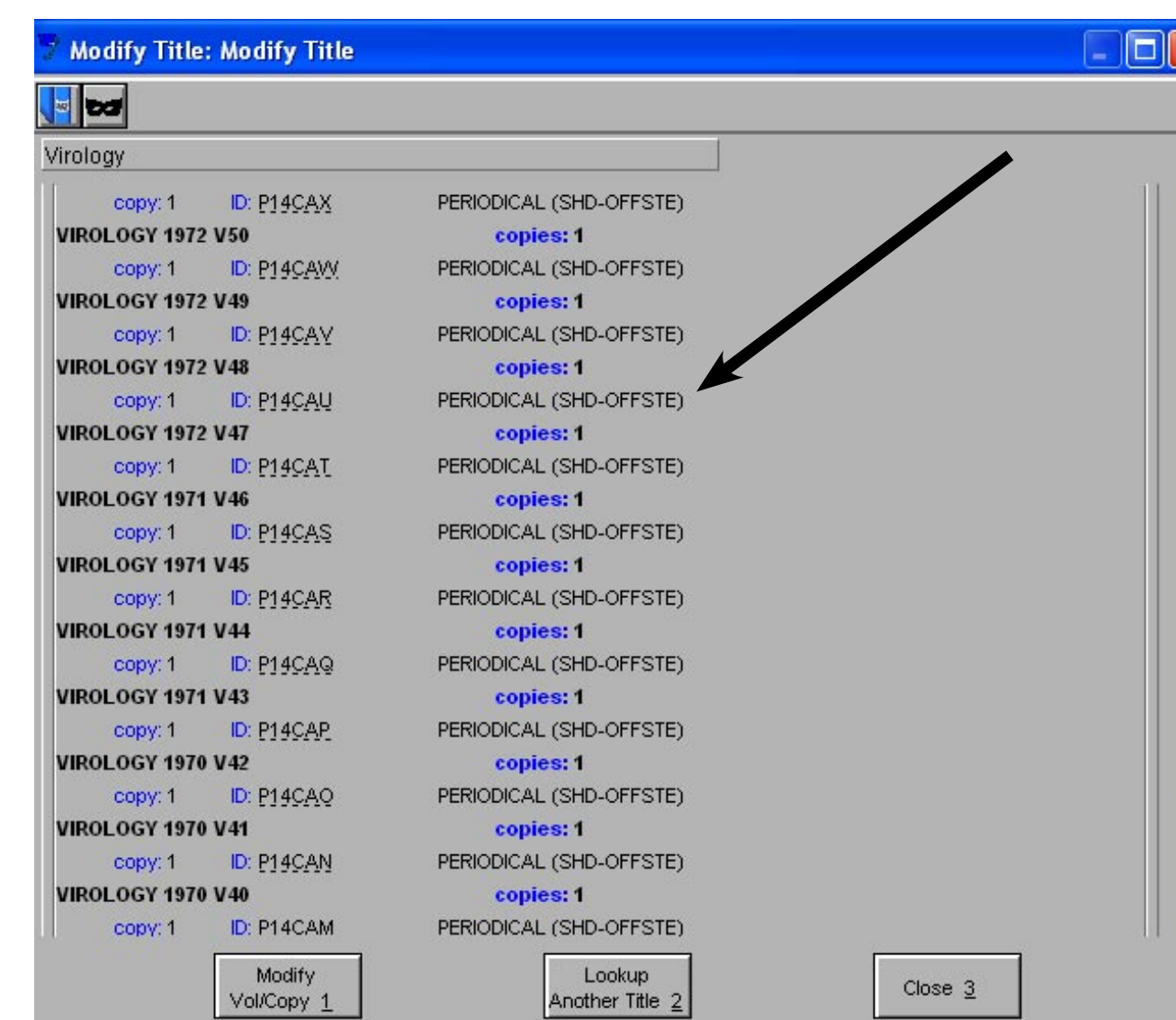
- All invoices from the Washington Research Library Consortium (WRLC) were sent directly to the Himmelfarb Library, who paid the entire bill.
- Himmelfarb Library then invoiced Dahlgren Library for half of the costs of the titles held in common by both libraries.
- Both libraries shared the cost of the shipping materials (boxes, etc).

### Processes for Cataloging:

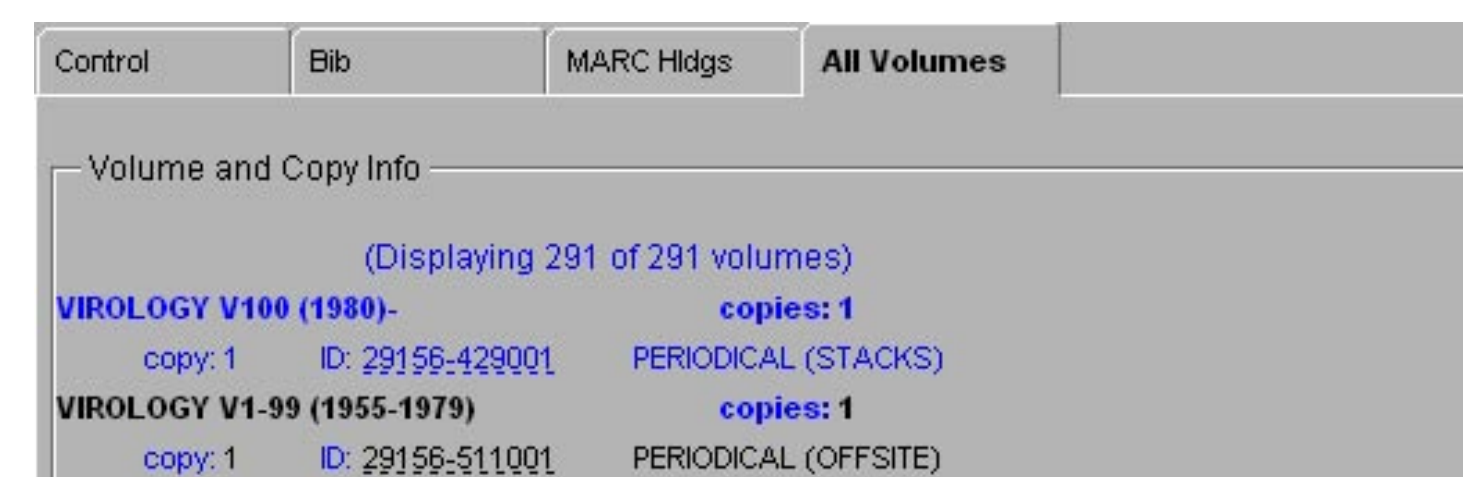
- Internal cataloging was done by each library specific to their individual situation.
- Cataloging Department received a list of titles and volumes from the Acquisitions Department.
- Cataloging Department staff made changes to records in the OPAC to reflect volumes sent offsite.



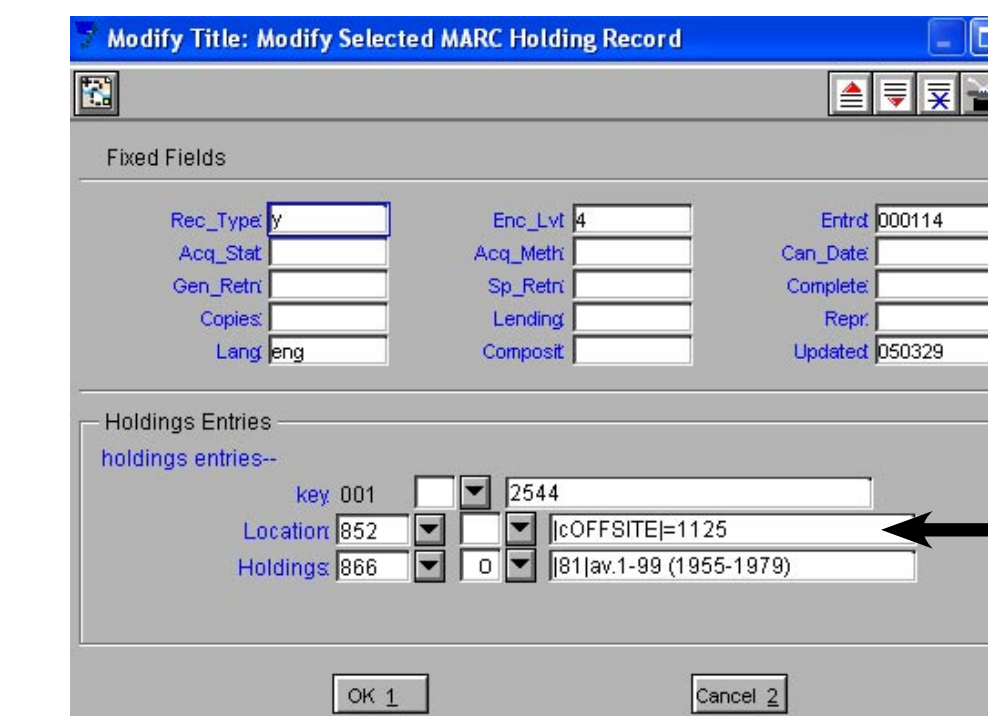
“Shadowed (SHD)” offsite volumes



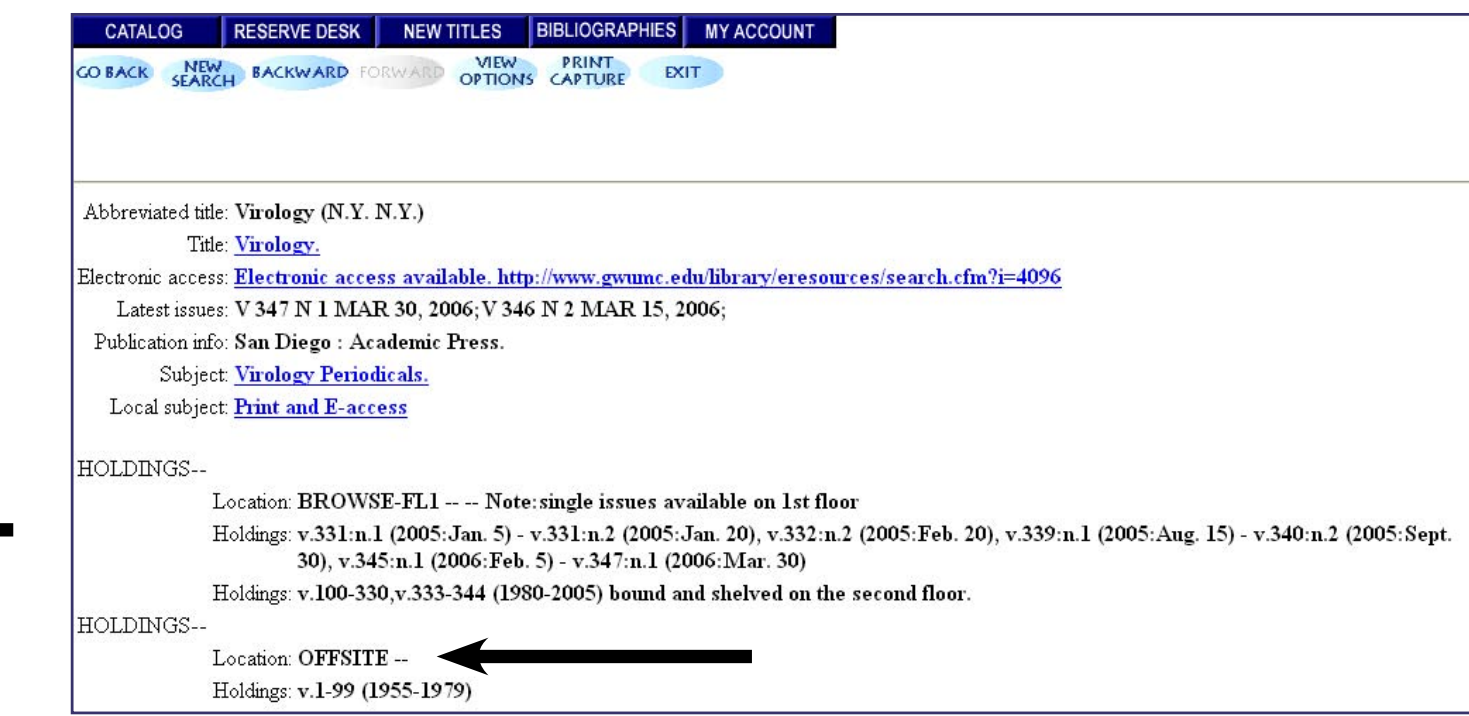
Offsite “dummy call numbers”



“Offsite” indicated in MARC holding statement



OPAC display to users



## RESULTS:

Total Volumes Sent	Total Number of Titles Sent	Total Number of Shipments
11,836	683	18

Staff Time Allotted to Project:

Acquisitions	Cataloging	Part Time (non-professional)
240 Hours	170.75 Hours	1,800 Hours

Project Expenses:

WRLC Fees	Project Supplies	Total Cost of Project
\$13,836	\$1,323	\$15,000 (approximately)

- In the consortium catalog, both libraries were identified as owning the title.

## CONCLUSIONS:

- Valuable space was freed up in both libraries.
- Part of the new space was reorganized to meet the demands of changing technologies.
  - At Himmelfarb Library, all journal collections were combined in one area and journal shelving was rearranged for less print growth.
- Less space was utilized at the WRLC consortium facility which was already experiencing space shortages.
- Significant cost savings were realized by both libraries.
- When libraries work together to send off one copy of duplicate journal holdings to an offsite storage facility, this results in space savings and is an effective way to promote inter-library cooperation.