A project undertaken in 2008 by Himmelfarb Health Sciences Library to relocate its 70,000 volume bound journal collection resulted in benefits to multiple intra-library systems.

### OBJECTIVE

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).

### METHODS

#### STAGE 1

The Collection Management and Serials Units collaborated to categorize the journals into three groups: titles for offsite storage, titles for discard assuming the content was available electronically (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color-coded taping system to mark off parts of the collection that were being sent offsite, being kept onsite, or being withdrawn.
- Comparing the electronic content and print holdings of all journal titles to determine which print volumes could be discarded.
- Developing a plan to clear the floor as efficiently as possible while minimizing the impact on users.

#### STAGE 2

The Cataloging, Serials and Collection Management Units formed a team which developed and implemented the plans to update the records in different Library systems.

- The Cataloging Unit worked with the systems librarian to develop a new "onsite storage" location for the catalog.
- The Cataloging Unit hired and trained three temporary workers to make necessary changes to MARC holdings and individual item records.
- The Cataloging Unit updated local print holdings information in Serials Solutions 360 Resource Manager for those titles that were kept onsite.
- The Cataloging Unit updated the print and electronic format holdings in SERHOLD for those titles that were kept onsite.
- The Cataloging and Serials Units worked together to verify the location of the title/volumes listed on the disposition spreadsheet.

### 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 mobilization of physical space, 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 resulted 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.

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

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