SSHEL Implementation Team
Collections and Facilities Task Group
Meeting Summary
November 15, 2011

Present: Mary Beth Allen, Lynne Rudasill, Nancy O’Brien, Tom Teper

In reviewing the options for locating collections and services, it was decided that it would be helpful to have multiple, enlarged copies of the floor plan for the east side, first floor of the Main Library building on regular size paper. Nancy will contact JoAnn Jacoby to see if that is an option from electronic files. If not, she will enlarge copies on a photocopier so that all Team members can arrange collections, offices, and service points in different configurations for discussion.

Discussion of years held in collections

The group discussed whether a general policy of holding a specified number of years of circulating books in the collection should be implemented. For example, SSHEL might retain all books in its general collection that have circulated or been published within the past ten years. Books older than that (10-20 years) would be sent to Main Stacks. Books that have not circulated in 20 years or that have older publication dates can be transferred to the Oak Street facility. There was general agreement that this is an acceptable policy and will be brought to the larger group for discussion as a recommendation. Because ESSL has already transferred items to Oak Street that have not circulated since 2005, AHS has agreed that they will follow a similar guideline. By the time that SSHEL is implemented in fall 2012, that means that effectively, all books in the collection will have circulated or been published within the past seven years. It is hoped that AHS will be able to transfer its more recent holdings (2000-2005) to the Main Stacks instead of Oak Street to better serve patrons.

A brief discussion of additional collections and potential years of holdings addressed the Curriculum and School Collections. Nancy suggested that the last ten years of Curriculum material should be held in SSHEL, with older volumes going directly to Oak Street due to the use made of K-12 textbooks. Some exceptions, such as U.S. history textbooks will be made since these are frequently requested by students and researchers for projects related to depiction of events and populations in schoolbooks. Nancy will consult with the Advisory Committee to the S-Collection (a group of campus faculty working with children’s literature) regarding the optimal dates for S-Collection holdings in SSHEL. Currently 2008 to the present publications are housed in the S-Collection due to space restrictions. Holdings of the past ten, fifteen, or perhaps twenty years may satisfy most user needs before books are sent to the Oak Street facility.

There are some items in ESSL and AHS that require restricted access, so space in 131 Library is being investigated for older test material, kits, and titles that need to be available for rapid access but should not be sitting on open shelves.
General guidelines for retention of print journals were also discussed. While many journals have shifted to electronic format there are still a significant number of titles that are not available electronically. In general, the following practices were recommended, and will be discussed with the larger group:

- If electronic access is available, print copies will be sent to Oak Street
- Print-only copies of journals will be kept in SSHEL for 5 years (or as unbound issues only); older volumes to Main Stacks
- Selected journals may be available in print and online format due to special features or content; it is understood that the fund manager is responsible for paying for print format in these instances

Investigation of options for displaying current issues will be undertaken. ESSL has shelving that currently accommodates display of unbound issues in both vertical and horizontal positions. UGL has shelving that displays journals vertically with covers visible.

In regard to space needs for AHS transfers to Main Stacks, Mary Beth will provide a range of call numbers for consideration. In general, these call numbers will be in the 300s, 610s, and 790s.

The next meeting of the group is scheduled for November 29 at 11am in 230B Library.

(Summary compiled by Nancy O’Brien)