SSHEL Implementation Team
Collections and Facilities Task Group
Meeting Summary
October 13, 2011

Discussion and review of collections to be included in SSHEL

The discussion addressed the various types of collections to be included in the new library. An estimated 135,000 volumes are currently located in ESSL’s general circulating collection and 25,000-35,000 volumes are in the AHS circulating collection. ESSL has transferred any book that has not circulated since 2005 to the Oak Street facility in order to make room for new books. Criteria for transfers out of both collections need to be developed.

Noncirculating collections include reference material and the Avery Brundage collection. Building-Use-Only collections include the tests located in both AHS and ESSL, some microform sets, and journals. Short-term loan collections include reserves. Variations in loan periods and restrictions will need to be addressed.

Special collections include AHS dissertations and theses, the Brundage collection, the Sport Rules collection in AHS, the School Collection in ESSL, and the Curriculum Collection in ESSL. Further discussion is needed about integration, transfer, or special handling for these and all other special locations or format material.

Mary Beth suggested that some material, such as the print indexes, dissertations, and vertical file material in AHS might be transferred elsewhere. Microcard format material could be reviewed for availability in other formats. The Avery Brundage collection might be considered for digitization of selected items, and cataloging of all material that is not currently included in the online catalog. Currently the correspondence portion of the Brundage collection is in the University Archives.

It was agreed that an inventory of existing collections, current space requirements, and size would be useful. The group will also need to develop criteria for transfer of current holdings to other locations.

Nancy indicated that ESSL currently houses about 800-1,000 print journals, while AHS has fewer than 200 print journals according to Mary Beth.

Questions related to shelving requirements for collections, including DVDs, CDs, microforms, print, and other formats need to be addressed. In order to direct meaningful questions to Jeff Schrader, Library Facilities, the SSHEL Implementation Team needs to compile a list prior to meeting with him.

The group briefly discussed switching to Library of Congress (LC) classification from Dewey classification. The general sense was that this could be done at a certain date, with the older material in the collection
remaining in Dewey and new items classified in LC being shelved in a designated area. As the collection grows, and older material is transferred elsewhere, the collection will become predominantly LC classified. Some consideration may need to be given to reclassifying discrete collections such as Reference, although the number of continuation (serial) titles in the reference collection may be problematic. Classification issues will be discussed further.

The next meeting is scheduled for 2-3pm on Thursday, October 20. The agenda will continue from where discussion ended at the October 13 meeting.

(Summary compiled by Nancy O’Brien)