

## **Administrative Council**

### **Office of Library Facilities**

#### **Collection Distribution - Proposal**

#### **Proposal:**

Reduce collection distribution to departmental libraries outside of the Main Library and Undergraduate Library from two times a day to one time a day.

#### **History:**

The Office of Library Facilities believes collection distribution of two times per day at departmental libraries outside the Main and Undergraduate libraries prior to 2004 was based on quantities and number of locations.

- At that time there were 18 locations: eight were two times a day and 10 were one time per day.
- As of February 15, 2016 there are 13 locations (seven were eliminated and two were added): eight are two times a day and five are one time a day.

#### **Considerations:**

- Delivery time expectations
  - Campus policy
  - Posted on website
  - Conveyed by staff
  - Request processing
    - Call slip processing
    - Timing
    - Staffing demands
      - Departmental libraries
      - Technical services
      - Library facilities
      - Comparison to other institutions
        - Big Ten institutions
        - Peak demand periods
          - Fall Semester
          - Spring Semester

#### **Discussion:**