

PROPOSAL TO ACCESSION 800,000 VOLUMES INTO THE OAK STREET HDSF BY DECEMBER 2005 (or 12 months from the opening of Oak Street)

This proposal is modeled after the project undertaken by the Library in summer 1996 in which 3 million volumes—the collected holdings of our departmental libraries—were successfully barcoded in 100 days. Like the barcoding project, this proposal presents a plan to process a large amount of material in a compressed period of time. However, unlike the barcoding project, which was staffed by graduate and undergraduate students newly hired for this purpose, the “Oak Street Rapid Accessioning Project” would depend primarily on short-term reallocation of current faculty, staff, and student assistants from all library units, and to a much lesser extent, on “new monies,” such as the \$25,000 recently received from the Provost for Oak Street processing.

Why 800,000 volumes?

According to library shelf load standards, “complete working capacity” (full) is 86% of absolute capacity (100%). This provides five inches of unused space on each three-foot shelf. This space allows for adjustments as books are returned from circulation. (Source: *University Library Space Needs Study: A Fifteen Year Perspective*. UIUC Library, April 1995). The bookstacks are now at approximately 110% of absolute capacity. The transfer of approximately 755,000 volumes from the bookstacks to the Oak Street HDSF will bring the bookstacks holdings down to the 86% standard and enable a stacks-wide shift of remaining materials. By the end of December 2003, our current staff will have accessioned approximately 100,000 volumes into our temporary facility in the Hort Field Lab, leaving approximately 655,000 volumes to go before we reach 86% capacity in bookstacks. The remaining 45,000 volumes that will be accessioned into Oak Street will come from departmental libraries as explained later in this document. This will occur during the first two months after opening.

Why by December 2005?

If it took 136 years to build Notre Dame in Paris, five years (and 96 fatalities) to build the Hoover Dam, and one year and 45 days to build the Empire State Building, how long will it take us to accession 700,000 additional volumes into Oak Street with our **existing levels of staffing**? Not nearly as long as Notre Dame, but a bit longer than the Hoover Dam and quite a bit longer than the Empire State Building. If you guessed 6.5 years, you’re right! Can YOU wait that long to free up space in your departmental library? Are there other things you’d like to see the Library be able to turn its attention to before the end of this decade? This proposal outlines a plan for reducing this time to two years and provides a minimum amount of space relief for crowded departmental libraries by the end of the first 2.5 months after the opening of Oak Street.

Early Space Relief for Departmental Libraries

This plan provides an initial amount of relief for overcrowded departmental libraries through the accessioning of 45,000 volumes into Oak Street and the transfer of 19,000 volumes into Bookstacks from non-Bookstacks units immediately after Oak Street opens. Specific figures are shown in the attached table, but this part of the plan can be summarized as follows:

- ❑ All departmental libraries that responded to the space relief survey sent out by Betsy Kruger in December 2003 will be guaranteed the transfer of either 3,000 volumes or their full request into Oak Street and/or Bookstacks, whichever is less, within 2.5 months of the opening of Oak Street.
- ❑ For the first month that Oak Street is operational (we hope by January 2005), approximately 6,000 volumes from departmental libraries and another 6,000 volumes from Bookstacks will be accessioned into Oak Street each week. The material going to Oak Street from the Bookstacks will be in those call number areas where transfers **into** Bookstacks will begin during the second month after the opening of Oak Street. This will free up space for these incoming transfers.
- ❑ During the second month after the opening, the remaining volumes allocated for transfer from departmental libraries to Oak Street will be accessioned, as well as a comparable amount of material from Bookstacks. Also beginning that month approximately 19,000 volumes will be accepted as transfers into Bookstacks from the departmental libraries listed on the attached table. This will take approximately 6 weeks.

The What's, the Who's, the How To's, and the How Muches

The attached chart lists 27 tasks that will be involved in accomplishing this project. Staff in Circulation and Bookstacks, Technical Services, Shipping, Conservation, and Hort Field Lab have been doing them all on a smaller scale for the last year, and a few for longer than that. We now have in place tried and true processes and procedures and are ready to invite several hundred of our closest colleagues to join us in this exciting adventure! For each task listed the following information is also provided:

- TOTAL QUANTITY TO DO
- AMOUNT PER WEEK TO MEET OUR GOAL
- TIME PERIOD IN WHICH WE'LL BE DOING THIS TASK
- HOW MANY FTE REQUIRED TO MEET OUR GOAL
- HOW MANY FTE WE CURRENTLY HAVE TO DO THIS TASK
- HOW MANY ADDITIONAL FTE ARE NEEDED FOR THIS TASK TO MEET OUR GOAL
- WHO COULD DO THIS TASK?
- IS EXPERIENCE REQUIRED TO DO THIS TASK?
- WHERE CAN THIS TASK BE DONE?
- HOW DOES TIME NEED TO BE CONTRIBUTED TO WORK ON THIS TASK?

How would all this be coordinated?

We would form an OSRAT—Oak Street Rapid Accession Team, which will meet once every two weeks to report, tally our stats, and troubleshoot.

Project Manager – Betsy Kruger (aka “Head Rat”)

Team Leaders (aka “Co-Rats”) to coordinate specific activities:

Staff volunteer and scheduling coordinators – Steph Atkins and one departmental librarian

Oak Street accessioning, shelving, vacuuming, tray-making – John Andrick

Materials stabilization and packing – Jennifer Hain

Shipping – Sharon Hershbarger or Matt Emmert or new Director of Facilities

Cataloging – Naun Chew

Barcoding – Kayleigh Van Poolen

Holdings work – Susan Hill

Materials flow – Gil Witte

How and for How Long Would Staff From Other Units Need to be Reallocated?

An additional 4.7 FTE is needed from divisions throughout the Library during calendar year 2004 and a total of 13.3 FTE is needed in calendar year 2005. Also, an additional 3 FTE are needed for *one week only* in late 2004 when we move materials from Hort to Oak Street. In staff hours, this translates into approximately 255 hours/week in 2004 (based on 36 weeks remaining), and 519 hours/week in 2005 (based on 50 weeks). The bulk of the work for which reallocated staff time is needed will take place once the Oak Street HDSF opens, and will continue until for the next 12 months.

Total FTE of each division will determine FTE contributions being asked of divisions towards this project. This information is provided in the table below. ***Divisions will decide what their individual unit contributions will be based on unit size or any other criteria they determine works best for them.*** A worksheet for recording planned contributions is attached. FTE calculations below are based on 40 weeks in 2004 and 50 weeks in 2005.

NOTE: Arts and Humanities Division is not included in the chart below. That division will be assuming responsibility for all monograph selection in the 900s and the Bs, which our student teams were not able to complete before funding ran out. This involves the review of approximately 600,000 volumes at an estimated FTE contribution of 1.7 each year.

Division	FTE (not including total student wages)	% of total FTE	2004 Contribution	2005 Contribution
Administration*	68	22%	2,016 total hours or 1.34 FTE/week	5,706 total hours or 3.04 FTE/week
Life Sciences	19	7%	642 total hours or .43 FTE/week	1,815 total hours or .97 FTE/week
Phys Sciences	28	9%	825 total hours or .55 FTE/week	2,334 total hours or 1.24 FTE/week
CPS **	54	18%	1,650 total hours or 1.1 FTE/week	4,668 total hours or 2.49 FTE/week
A & H			SEE NOTE ABOVE.	
Social Sciences	24	8%	733 total hours or .49 FTE/week	2,075 total hours or 1.1 FTE/week
Tech Serv ***	53	17%	1,558 total hours or 1.04 FTE/week	4,409 total hours or 2.35 FTE/week
Area Studies	32	10%	917 total hours or .61 FTE/week	2,594 total hours or 1.39 FTE/week
Special Coll	16	5%	458 total hours or .31 FTE/week	1,297 total hours or .69 FTE/week
Law	13	4%	367 total hours or .24 FTE/week	1,038 total hours or .55 FTE/week
TOTAL	307	100%	9,165 total hours or 4.7FTE/week	25,935 total hours or 13.3 FTE/week

* Administration total shown is less 1FTE as that amount is currently being contributed to Oak Street operations from Shipping staff.

* CPS total does NOT include Central Circ and Bookstacks, which is already contributing over 8FTE to Oak Street activities.

* Tech Services total shown is less 1.5 FTE as that amount is currently being contributed to Oak Street by cataloging staff.

TASKS

Some tasks require little or no prior experience, whereas others, such as cataloging, do require previous experience. Individuals will be able to contribute time in a variety of ways:

- ❑ A couple of tasks can be done “at your convenience” by persons with the necessary skills. An example would be original cataloging of monographs or serials.
- ❑ Some tasks are straightforward and require little or only moderate amounts of training. For these, time can generally be contributed in 1-2 hour segments each week for a certain period of time. Examples are monograph pre-selection based on last date of circulation, packing materials, and assembling storage trays at Oak Street. Please note: there is only a limited amount of this work.
- ❑ One task—the move of 100,000 volumes from Hort Field Lab to Oak Street in late 2004—is short-lived but time and people intensive. We’ll be looking for approximately 3-4 additional able-bodied, ergonomically conscientious people to help us full-time for one week to accomplish this task.
- ❑ Some contributions may be accepted in the form of student wages, rather than contributions of staff time. However, several tasks are things we need regular staff to do.
- ❑ Some tasks require an investment of our time to train you, and or regular repetition to build up speed. Examples are barcoding; accessioning materials at Oak Street; performing shelf-to-tray linking and material shelving at Oak Street; and performing material stabilization work under the guidance of the Conservation Unit. For these tasks, we will be looking for more sustained contributions. Possibilities include full-time for a couple of weeks, 10 hours per week for a couple of months, etc.
- ❑ Scheduling and coordinating all this will be tricky, but we will do what we can to accommodate people’s needs for timing and flexibility.

Are there any caveats to be aware of here?

Yes! In addition to what has already been outlined above:

- ❑ Schedule is subject to change if construction or final inspection is delayed.

- ❑ We will need to focus primarily on monographs, as they require less record preparation than do serials. However, serial runs of several hundred volumes will also be targeted.
- ❑ In shelving materials at Oak Street, we will minimize the amount of time needed for this part of the operation by shelving mostly onto the lower shelves, reducing the amount of shelving that needs to be done with the forklift (which takes more time; plus we will only have one).
- ❑ The Library needs to be able to purchase and have installed approximately 4,000 shelves by the time Oak Street opens, and another 4,000 shelves within 6 months after opening.
- ❑ We will need to be able to purchase adequate additional amounts of barcode labels (cost is approximately \$5,000 per year in both 2004 and 2005.)
- ❑ We will need to have a total of 5 additional computer workstations and barcode scanners installed at Oak Street by late 2004. When the project is complete, 4 of these workstations can be moved elsewhere. (Approximate cost is \$7,000)
- ❑ We will need to purchase 2 additional portable data terminals and associated hardware (total \$5,062).
- ❑ We will need approximately \$21,000 each year (2004 and 2005) for material stabilization supplies.
- ❑ We will probably need to lease an additional truck for the week we move the 100,000 volumes from Hort to Oak Street.
- ❑ In 2005 we will an infusion of 35 additional book trucks into the Oak Street operation at an approximate cost of \$21,000 (\$600 each).
- ❑ Departmental libraries will be responsible for any Voyager bib or holding record updates needed for transfers to Oak Street **from their own libraries**, and for barcoding the material. Instructions are forthcoming.
- ❑ Upon successful completion of this project, we suggest the Library Administration make a special funding request to the Provost to cover cost of shifting the bookstacks collection in early 2006.

What happens after December 2005?

Staffing at Oak Street will be reduced to 5 FTE (staff and student assistants) for ongoing accessioning activities. Selection and processing for Oak Street will continue on a lesser scale; however, there are a few other things for us all to keep in mind:

- ❑ All routine transfers into the Bookstacks after this project is completed will need to be balanced by transfers out to Oak Street.
- ❑ Bookstacks total shelving space will be reduced by the transfer of space on Decks 5 and 6 to the Newspaper Library (110,000 volume equivalent), several ranges on Deck 8 that have been promised to the Asian Library, and an as yet unknown amount of linear feet that will be lost to the installation of sprinklers in Bookstacks sometime in 2005 or 2006. All these factors mean that selection of materials for Oak Street is part of our lives for the foreseeable future!

TASK #	TASK NAME	TOTAL QUANTITY	AMOUNT PER WEEK	TIME PERIOD	FTE REQUIRED	CURRENT FTE	ADDITIONAL FTE NEEDED	WHO COULD DO THIS TASK?	EXPERIENCE REQUIRED TO DO THIS TASK?	WHERE CAN THIS TASK BE DONE?	HOW DOES TIME NEED TO BE CONTRIBUTED?
1a	Monograph pre-selection (except Hist/Biog) (100/hour)	43,500 still to be reviewed	1,036	Feb 2004 – Dec 2004 (44 weeks)	.25 FTE	0	.25 in 2004	Librarians, ac profs, GAs, staff, students		Bookstacks	2 hour increments
1b	Monograph selection (Hist/Biog)	600,340		Feb 2004 – Dec 2004 (90 weeks)	1.7 FTE	0	N/A	Mary Stuart will do this		Bookstacks	Your convenience
2	Monograph deselection	N/A					N/A	Librarians, GAs, some staff	✓	Bookstacks	Your convenience
3	Serial selection	No more needed for this phase			N/A	N/A	N/A	N/A	N/A	N/A	No additional help needed!
4	Serial deselection	Completed for this phase			N/A	N/A	N/A	N/A	N/A	N/A	No additional help needed!
5	Barcoding (50/hr)	560,000	6,220	Feb 2004 – Dec 2005 (90 weeks)	3.5 FTE	2.75 (2004) 1.75 (2005)	1 FTE in 2004 and 1.75 FTE in 2005	Librarians, ac profs, GAs, staff *, students		Bookstacks or Room 220	
6	Reshelving as necessary (50/hour)	70,000	1,590	Feb 2004 – Dec 2004 (44 weeks)	1 FTE	0	1 FTE (in 2004 only)			Bookstacks	1-2 hour increments
7	Original cataloging— Monographs (1.5 hr/title)	180	2	Feb 2004 – Dec 2005 (90 weeks)	0.1 FTE	0	0.1 FTE in both 2004 and 2005	Librarians, GAs, LTAs, LTSSs, LOAs	✓		Your convenience
8	Original Cataloging— Serials (.25/hr)	150	1	Feb 2004 – Dec 2005 (90 weeks)	.25 FTE	.25 FTE	0 FTE	N/A	✓	N/A	No additional help needed!
9	Serial Bib Record Corrections (2/hr) (25% of 62% of total)	2,325 titles	26	Feb 2004 – Dec 2005 (90 weeks)	.35 FTE	.35 FTE	0 FTE	N/A	✓	N/A	No additional help needed!
10	Monograph Bib Record Corrections (6% of 500,000) (6/hour)	29,700	330	Feb 2004 – Dec 2005 (90 weeks)	1.5 FTE	.75 FTE	.75 FTE in both 2004 and 2005	Librarians, GAs, LTAs, LTSSs, LOAs	✓		
11	Monograph holding record corrections (19/hr)	30,000 (5%)	335	Feb 2004 – Dec 2005 (90 weeks)	.5 FTE	.5 FTE	0 FTE	N/A	✓	N/A	No additional help needed!
12	Serial holding record corrections (2/hr) (assume 33% of 66,600 titles)	2220 titles	25	Feb 2004 – Dec 2005 (90 weeks)	.33 FTE	.33 FTE	0 FTE	N/A	✓	N/A	No additional help needed!
13	Prepare breakouts for serial holding record corrections (1/hour)	2220 titles	25	Feb 2004 – Dec 2005 (90 weeks)	.66 FTE	.66 FTE	0 FTE	N/A	✓	N/A	No additional help needed!
14	Final review of serials (8 titles/hour)	2220 titles	24	Feb 2004 – Dec 2005 (90 weeks)	.5 FTE	.5 FTE	0 FTE	N/A		N/A	No additional help needed!
15	Conservation Unit review, stabilization, return to shelf	350,000	7,955	Feb 2004 – Dec 2004 (44 weeks)	5 FTE	2.5 FTE	2.5 FTE (in 2004 only)	Librarians, ac profs, GAs, staff, students		Bookstacks	
16	Conservation Unit review and stabilization, and packing	350,000	7,000	Jan 2005 – Dec 2005 (52 weeks)	4.0 FTE	0.9 FTE	3.1 FTE (in 2005 only)				
17	Packing materials for delivery to Oak Street	350,000	6,481	Nov 2004 – Dec 2005 (54 weeks)	0.5 FTE	0 FTE	0.5 FTE (in 2005 only)				
18	Pick and scan procedure start to finish (300/hour)	700,000	12,965	Nov 2004 – Dec 2005 (54 weeks)	1.25 FTE	1 FTE	.25 FTE (in 2005 only)	Librarians, ac profs, GAs, staff, students			2 hour increments

TASK #	TASK NAME	TOTAL QUANTITY	AMOUNT PER WEEK	TIME PERIOD	FTE REQUIRED	CURRENT FTE	ADDITIONAL FTE NEEDED	WHO COULD DO THIS TASK?	EXPERIENCE REQUIRED TO DO THIS TASK?	WHERE CAN THIS TASK BE DONE?	HOW DOES TIME NEED TO BE CONTRIBUTED?
19	Prepare and apply shelf labels for first 100,000 volumes from Hort	1,225	1,225	One week in late 2004	1 FTE	1 FTE	0 FTE	N/A	N/A	N/A	No additional help needed!
20	Moving 100,000 already accessioned volumes from Hort Field Lab to Oak Street	100,000	100,000	One week in late 2004	8 FTE	4 FTE	3 FTE (in 2004 only)	Any able-bodied employee willing to adhere to safety regulations in relation to lifting and transporting materials!			Full-time for one week
21	Delivery to Oak Street (6,000/trip; 2 trips/week; two staff members/trip; 3.25 hrs/trip)	700,000	12,965	Nov 2004 – Dec 2005 (54 weeks)	2 FTE	1 FTE	1FTE (in 2005 only)	Shipping staff; students		Bookstacks and Oak Street	3.5 hour increments
22	Produce and apply shelf labels at Oak Street	7,685	150	Nov 2004 – mid Dec 2005 (52 weeks)	5 hours/week	5 hours/week	0 FTE	N/A	✓	N/A	No additional help needed!
23	Tray making (60 / hour)	30,600 (av. 22 books/tray)	566	Nov 2004 – Dec 2005 (54 weeks)	.25 FTE	0 FTE	.25 FTE (in 2005 only)	Librarians, ac profs, GAs, staff, students		Oak Street	2 hour increments
24	Oak Street book unpacking, cleaning, sizing, traying	700,000	12,965	Nov 2004 – Dec 2005 (54 weeks)	2 FTE	.75 FTE	1.25 FTE (in 2005 only)	Librarians, ac profs, GAs, staff, students		Oak Street	
25	Oak Street accessioning only (1500/2 people/day)	700,000	12,965	Nov 2004 – Dec 2005 (54 weeks)	4 FTE	2 FTE	2 FTE (in 2005 only)	LTAs, LTSs, LOAs, ac profs, librarians		Oak Street	Minimum of 18.75 hours/week for 2 months
26	Oak Street PDT work at shelf and shelving (2250 books/70 trays/hour/2 people)	700,000	12,965	Nov 2004 – Dec 2005 (54 weeks)	2 FTE	0 FTE	2 FTE (in 2005 only)	Any able-bodied employee willing to adhere to safety regulations in relation to lifting and transporting materials!		Oak Street	
27	Shifting/shelving transfers into Bookstacks (25/hour)	19,160	3,194	January 2005 – mid February 2005 (6 weeks)	3.4 FTE	.5 FTE	2.9 FTE (for 6 weeks in 2005 only)	Librarians, ac profs, GAs, staff, students		Bookstacks	2 hour increments
28	Stacks-wide shift (begin January 2006)	5,000,000									Could this be funded through special request to Chancellor for wages for Summer 2006?

* Staff = LOA, LTA, LTS, CLC, LC

SPACE RELIEF IN DEPARTMENTAL LIBRARIES

				TRANSFERS	TRANSFERS	TOTAL SPACE		RANDOMLY	APPROX.	APPROX.
	STX	OAK STREET	TOTAL	PERMITTED TO	PERMITTED	RELIEF IN	% OF TOTAL	ASSIGNED	DATE FOR OS	DATE FOR STX
UNIT	REQUEST	REQUEST	REQUEST	OAK ST 2005	TO STX 2005 *	EARLY 2005 **	REQUEST MET	ORDER	TRANSFERS	TRANSFERS
ACES	0	25,000	25,000	3,000	0	3,000	12.0%	8	January 2005 2nd week	N/A
Applied Life	1,000	0	1,000	0	1,000	1,000	100.0%	15	N/A	February 2005 3rd week
Art and Architecture	3,100	0	3,100	0	3,000	3,000	96.8%	11	N/A	February 2005 2nd week
Asian	0	5,000	5,000	3,000	0	3,000	60.0%	4	January 2005 1st week	N/A
Biology	13,960	4,640	18,600	3,000	0	3,000	16.1%	35	February 2005 2nd week	N/A
Chemistry	100	13,000	13,100	3,000	0	3,000	22.9%	6	January 2005 2nd week	N/A
Classics	760	0	760	0	760	760	100.0%	14	N/A	February 2005 3rd week
Commerce	0	1,895	1,895	1,895	0	1,895	100.0%	36	February 2005 3rd week	N/A
Communications	840	200	1,040	200	840	1,040	100.0%	34	February 2005 2nd week	March 2005 2nd week
CPLA	800	0	800	0	800	800	100.0%	7	N/A	February 2005 1st week
Education	15,000	3,000	18,000	3,000	0	3,000	16.7%	29	February 2005 1st week	N/A
English	3,500	1,500	5,000	1,500	1,500	3,000	60.0%	1	January 2005 1st week	February 2005 1st week
Geology	4,825	4,825	9,650	3,000	0	3,000	31.1%	17	January 2005 3rd week	N/A
Gov Docs	585	2,323	2,908	2,323	585	2,908	100.0%	27	February 2005 1st week	N/A
Grainger	100	0	100	0	100	100	100.0%	12	N/A	February 2005 3rd week
History	4,800	1,200	6,000	1,200	1,800	3,000	50.0%	23	January 2005 4th week	March 2005 1st week
Illinois Historical Surv	3,000	2,000	5,000	2,000	1,000	3,000	60.0%	18	January 2005 4th week	February 2005 4th week
Labor	700	300	1,000	300	700	1,000	100.0%	3	January 2005 1st week	February 2005 1st week
Law	0	0	0	0	0	0	N/A	33	N/A	N/A
LIS	3,600	1,000	4,600	1,000	2,000	3,000	65.2%	24	February 2005 1st week	March 2005 1st week
Map and Geo	0	750	750	750	0	750	100.0%	22	January 2005 4th week	N/A
Math	0	0	0	0	0	0	N/A	25	N/A	N/A
Mod Languages	1,200	300	1,500	300	1,200	1,500	100.0%	16	January 2005 3rd week	February 2005 4th week
Music	0	0	0	0	0	0	N/A	10	N/A	N/A
Natural History	0	200	200	200	0	200	100.0%	20	January 2005 4th week	N/A
Newspaper	284	1,000	1,284	1,000	284	1,284	100.0%	5	January 2005 2nd week	February 2005 1st week
Physics	500	1,000	1,500	1,000	500	1,500	100.0%	30	February 2005 2nd week	March 2005 2nd week
Rare Books	650	11,000	11,650	3,000	0	3,000	25.8%	13	January 2005 3rd week	N/A
Reference	1,500	2,500	4,000	2,500	500	3,000	75.0%	2	January 2005 1st week	N/A
Slavic	200	400	600	400	200	600	100.0%	32	February 2005 2nd week	March 2005 2nd week
Sousa	0	0	0	0	0	0	N/A	21	N/A	N/A
UGX	0	5,000	5,000	3,000	0	3,000	60.0%	9	January 2005 3rd week	N/A
Uni High	0	600	600	600	0	600	100.0%	28	February 2005 1st week	N/A

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	STX	OAK STREET	TOTAL	PERMITTED TO	PERMITTED	RELIEF IN	% OF TOTAL	ASSIGNED	DATE FOR OS	DATE FOR STX
UNIT	REQUEST	REQUEST	REQUEST	OAK ST 2005	TO STX 2005 *	EARLY 2005 **	REQUEST MET	ORDER	TRANSFERS	TRANSFERS
University Archives	2,350	2,350	4,700	2,350	650	3,000	63.8%	31	February 2005 2nd week	N/A
Vet Med	2,000	1,500	3,500	1,500	1,500	3,000	85.7%	19	January 2005 4th week	February 2005 4th week
Women's Studies	240	0	240	0	240	240	100.0%	26	N/A	March 2005 2nd week
TOTAL	65,594	92,483	158,077	45,018	19,159	64,177	40.6%			

* **NO LATER THAN MARCH 31, 2004**, all units who are being permitted to transfer into Bookstacks as part of their early space relief total, must submit a list of call number ranges in the Bookstacks into which they want to transfer materials. This information is needed for planning purposes.

** All units receive space relief equivalent to either 3,000 volumes or their "Total Requested," whichever is *less*.

