

**VCU LIBRARIES  
REGULATION MANUAL**

<b>Relocating Library Materials to Compact Shelving</b>	<b>Approved:</b> September 20, 2002
	<b>Revised:</b> July 1, 2005

This regulation describes principles for selecting library materials that can be moved to compact shelving from the library's open stacks.

Collections in the open stacks afford direct access and browsing for those portions of the Libraries' collections that are most frequently consulted. However, open stack capacity at VCU has not changed in decades, and collections have exceeded the existing stack capacity. To preserve safe and useable open stacks access, infrequently used materials must be relocated to compact shelving to make space for newer, more frequently used materials. The ongoing activity of identifying suitable materials for compact shelving is part of the larger process of shaping the Libraries' open collections in a manner responsive to the needs of users across all disciplines.

Print materials representing all collections are identified for compact storage by librarians working in close consultation with University faculty, staff, and students. The application of selection criteria will vary appropriately across disciplines, departments, and collections, but every discipline or collection has appropriate candidate materials.

Compact shelving is devoted to shelving infrequently used library materials. Only materials represented in the online public access catalog will be relocated to compact shelving. Because of limited storage space and staff time for processing, compact shelving is primarily used for large sets (for example, little used journal backfiles, journals duplicated by electronic counterparts, discontinued journal titles, superseded backfiles of annuals), but low-use monographs are also considered. Material in compact shelving is not open to browsing by users, but will be regularly paged and retrieved by staff upon user request. Circulation periods will vary according to the nature and condition of the material.

# **Relocating Library Materials to Compact Shelving: Appendix**

Current candidates for relocation to compact shelving are divided between journals and monographs. Selectors make allocation decisions to achieve a balance between both formats so that sufficient space is freed in the open stacks to maintain the collections in good order. Criteria are guidelines and rest upon the experienced decision of individual selectors.

## **I. JOURNALS**

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### **James Branch Cabell Library**

1. Out-of-scope titles
2. Electronically replicated titles
3. Pre-1990 volumes, except for selected 1) core and frequently consulted titles and 2) titles within the arts, the humanities, and mathematics

### **Tompkins-McCaw Library**

1. Out-of-scope titles
2. Duplicate copies
3. Foreign language titles
4. Titles not indexed by major biomedical abstracting and indexing services

## **II. MONOGRAPHS**

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1. Annuals, directories, sets
2. Electronically replicated indexes, abstracts, and other reference resources
3. Duplicates, except in the case of documented high use
4. Item-by-item evaluation by selectors using system generated lists. Factors to consider include:
  - a. Circulation over time
  - b. Age
  - c. Condition
  - d. Outdated subject matter