

**VCU LIBRARIES
POLICY MANUAL**

**Relocating Library
Materials to Storage**

Approved: September 20, 2002

Revised: July 29, 2009

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

Collections in the open stacks afford direct access and browsing for those portions of the VCU Libraries' collections that are most frequently consulted. However, collections have exceeded the existing stack capacity. To preserve safe and useable open stacks access, infrequently used materials are relocated to storage to make space for newer, more frequently used materials and for comfortable user space. The ongoing activity of identifying suitable materials for storage is part of the larger process of shaping the VCU Libraries' open collections in a manner responsive to the needs of users across all disciplines.

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

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example, little used journal backfiles, journals duplicated by electronic counterparts, discontinued journal titles, superseded backfiles of annuals), low-use monographs, and archives from special collections.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

Relocating Library Materials to Storage 2009 Guidelines

Current candidates for relocation to storage are divided between journals and monographs, as well as some archival collections. 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

James Branch Cabell Library

1. Out-of-scope titles
2. Electronically replicated titles
3. Pre-2000 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

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

III. NON-BOOK MATERIAL

1. Low-use material of enduring value to the VCU community