



Relocating Library Materials to Storage

Administration

Last updated October 2013

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 stacks' existing 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 the 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example, little-used journal backfiles, journals duplicated by electronic counterparts, discontinued journal titles, superseded backfiles of annuals), low-use monographs and archives from special collections.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 materials. x