



Making Moves: Managing Deselection and Transfer Projects

Background

In 2016, University of Maryland Libraries opened a high-density storage facility named Severn Library. Severn allowed for the provision of essential space in the University Libraries for programming, study, and services through the transfer and storage of general and special collections material.

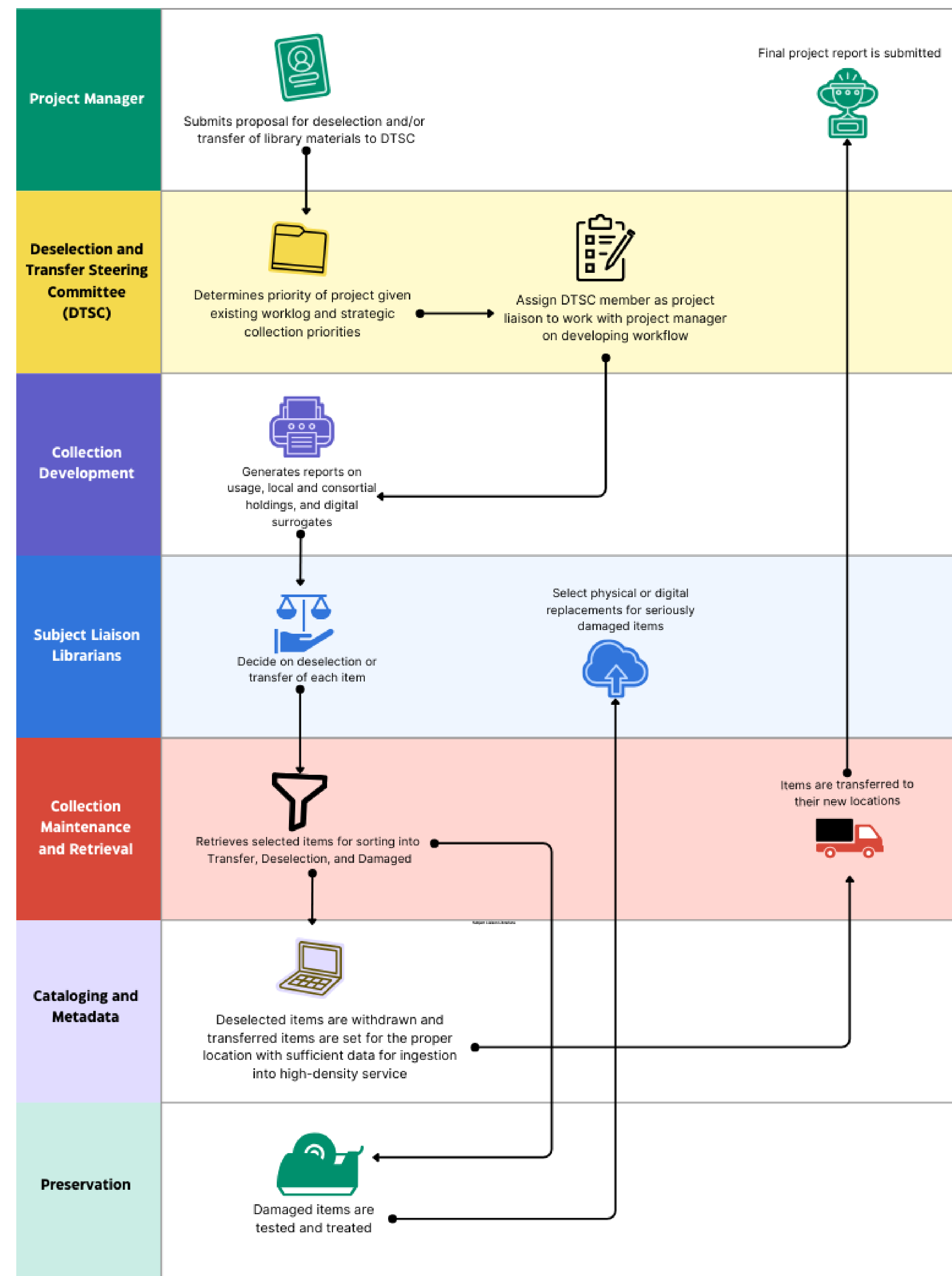
However, despite the expansive capacity of Severn - when full, it will hold over 1.25 million volumes and 40,000 archival boxes - there was a clear need to carefully manage the transfers to high-density storage (HDS). As a result, the Deselection and Transfer Steering Committee (DTSC) was formed to establish workflows, review proposed transfers, and prioritize and facilitate projects.

Committee Composition

Deselection and transfer projects can involve personnel from multiple areas. Collection Development approves projects following established policy and strategic collection priorities. Cataloging ensures accurate updates are made to records so that items remain discoverable and accessible. Preservation provides any required testing and treatment of library materials. The physical transfer of materials, shifting of collections, and creation of new signage involves cooperation between Collection Maintenance, Facilities, and the relevant subject liaison librarian or curator.

For these reasons, the committee membership includes representatives from Cataloging, Collection Development, Collection Maintenance, Preservation, subject librarians, branch library staff, and Special Collections.

Example DTSC Project Workflow



Future Work

- Project documentation is of critical importance, as the lessons learned in one project can be valuable in the future
- The template for proposals needs to be updated and templates for workflow documents and end reports need to be developed to assist teams through the process
- Workflows developed in the committee can be applied to participation in shared collections

DTSC Projects

Government Documents Serial Set

- Historical collection of over 11,000 pamphlets in adverse environmental conditions which were transferred to high-density storage (HDS)
- Pamphlets required treatment by Preservation for red rot, which involved purchasing safety equipment and training student workers
- Serial set was uncatalogued and needed records to be transferred to HDS
- Multiple attempts were needed for these new records to be ingested by the HDS inventory system

Art Library Bound Serials

- Project was initiated to relieve serious overflow in the Art Library stacks
- After running reports on usage and holdings at other libraries, the project focused on deselecting bound serials which were available digitally
- 126 linear feet of shelf space was freed up as a result of this project

Labor A/V Collection

- The A/V portion of the Labor Special Collections have been stored in adverse environmental conditions requiring transfer to HDS
- Film reels require testing to ensure acceptable levels of vinegar syndrome prior to HDS ingest
- Film reels will also require records be created for ingest into HDS
- This will be the first time film reels will be shelved in HDS, so DTSC is researching best practices for shelving these reels so they are safely retrievable

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