



CARLABRC

**Print Repository Initiatives at Canadian University Libraries:
An Overview**

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Preface

The Canadian Association of Research Libraries (CARL) Committee on Scholarly Communication commissioned the following overview of current print repository initiatives at Canadian university libraries:

Extract from the minutes of the teleconference of the CARL Committee on Scholarly Communication held Monday, September 19, 2005, 4:30 p.m.:

5. National storage solution for “last print copies” and little-used materials

The Committee agreed that this issue should be a regional responsibility. However CARL should serve as a vehicle to exchange information related to this issue. Committee members agreed to compile an overview of current print repository initiatives on a regional or provincial basis. . . . The overview results will be made available to the regional groups.

This overview is not an exhaustive presentation but summarizes some of the more prominent Canadian university library print repository initiatives, according to the following criteria:

1. Reasons behind the initiative
2. History and location
3. Capacity/size of the repository
4. Projected years of storage space
5. Cost of the repository
6. On-campus access to repository holdings
7. Legal collection agreement (applicable to shared initiatives)
8. Considerations in planning a print repository
9. Challenges

The overview examines both individual, i.e. single institution print repository initiatives and the following consortial/shared initiatives:

- Ontario Council of University Libraries (OCUL) Collaborative Collection Continuity Initiative (CCC),
- TriUniversity Group (TUG) of Libraries Annex,
- Book and Record Depository (BARD)
- Council of Atlantic University Libraries (CAUL) Atlantic Regional Consortium for the Preservation of Scholarly Materials

It is hoped that this overview will spur further discussion of storage solutions for “last print copies” and little-used materials across Canada.

Geoffrey Su
CARL
March 2006

A) Single institution print repository initiatives:

I) University of British Columbia Library Automated Storage and Retrieval System (ASRS)

1. Reasons behind the initiative:

- Need to address critical space, preservation and storage issues for collections, while keeping collections easily accessible:
 - Main Library lacked formal, high-density storage facility:
 - Had only make shift storage, i.e. sub standard conditions, existed in the former Main Library
 - Simultaneous construction opportunity:
 - Considered possible off site location for the repository:
 - However construction of a new learning centre provided an opportunity to install an ASRS (an ASRS is like a “vault” and must be installed within a building during the building’s construction)
 - Funding (for entire Irving K. Barber Learning Centre): \$60 million:
 - Had received \$20 million donation from Dr. Irving K. Barber
 - This \$20 million amount was matched by university administration
 - Provincial government contributed \$10 million

2. History and location:

- Repository opening date: August 2005
- Collection moving preparations began in summer 2003
- Located on campus in the Irving K. Barber Learning Centre (address: 1961 East Mall)
- Discussions around the repository initiative began in 1998–1999 (in conjunction with learning commons planning)

3. Capacity/size of the repository:

- Capacity of 1.8 million volumes
 - 160 feet long (approximately)
 - 60 feet wide
 - Racks: 45 feet high (equivalent of 3 floors)
 - 19,000 storage bins (stainless steel)
 - Distributed across 4 aisles

4. Projected years of storage space:

- 15 years of collection growth:
 - Depending if collection changes significantly:
 - Exploring the potential for sharing storage with other institutions

5. Cost of the repository:

- Cost estimate in 2004: \$4 million
 - Actual cost is probably slightly higher
 - Unit cost per aisle: \$1–2 million dollars
 - University of British Columbia (UBC)'s ASRS comprises 4 aisles
- Staffing: ASRS is operated by the existing library circulation department.
 - However, the need for dedicated staffing has been identified:
 - 2.5 full-time (equivalent) staff:
 - 1 unit manager [= 1 staff member]
 - 2 facilities personnel (not exclusive role) [= 1 staff member]
 - 1 backup personnel [= .5 staff member]

6. On-campus access to repository holdings:

- To retrieve materials, users make a request through the Library's online catalogue:
 - Using the material's barcode as the locating device, the automated mini-load crane identifies the bin that holds the item and delivers it to the circulation desk:
 - Processing time: 45 seconds
 - A library staff member retrieves the requested item from the bin and holds it for pickup by the requester.
 - Delivery time:
 - If request is placed from Irving K. Barber Learning Centre circulation desk: 1–1.5 minutes
 - If request is to be picked up at other UBC Library branches: next business day
- Interlibrary loan policy governing deposited materials is more or less the same policy as for regular library materials
- ASRS deposited materials include:
 - Older and lesser used social science materials
 - Pre-1978 language and literature in Slavic, East European, Italian, Spanish, Portuguese, German and Asian languages
 - UBC theses
 - Older editions of children's literature
 - Vinyl LP records
 - Books in Indic languages not taught at UBC
 - Music bound periodicals (a selection)
 - Numerous science and engineering bound periodicals (except for the last 10 years of titles not readily available online)
 - Only depositing journals that are replicated electronically in UBC's collection

7. Considerations in planning a print repository:

- UBC Library is the first in Canada to utilize the ASRS technology
- UBC Library ASRS is the largest in North America (as of February 2006)

- ASRS is the latest technology for library automated storage and retrieval:
 - The system was first used in industry and was adopted by libraries 15 years ago. It consists of various sized bins stored on a rack system that are retrieved by automated cranes.
- Materials selected for deposit must be free of mould and other possible risks to materials housed in the ASRS.
- Only materials that are represented in the UBC Library's online catalogue will be housed in the ASRS:
 - However: UBC Library is exploring the potential for sharing with other institutions, e.g. rare unique British Columbia-centric collections
- Materials that are selected for storage can be moved back onto open shelves in response to the changing dynamics of the Library's collections, evolving from curricula and research initiatives and changing usage patterns.
- Loading is conducted by size rather than call number range.
- Geographic location of UBC main campus:
 - City of Vancouver proper is situated on a peninsula, with UBC located at the tip of the peninsula:
 - Off campus possible repository locations would have required that the facility be located outside city limits

8. Challenges:

- Moving of collections:
 - Entire contents of the former Main Library stacks were relocated in Irving K. Barber Learning Centre (IKBLC):
 - 80% of former Main Library's holdings now in ASRS in IKBLC
 - 20% of former Main Library's holdings are in open shelving in IKBLC
 - Moving collection time constraints resulted in some duplicate holdings in ASRS:
 - Scheduled demolition of Main Library's south and east wings did not allow for time to take deduplication measures before depositing 80% of former Main Library's holdings in ASRS:
 - Now* beginning to employ a "last copy" approach, i.e. no duplicates, for incoming deposits (* as of February 2006) in ASRS
- Faculty/student acceptance of repository initiative:
 - Especially arts and social sciences faculty (which have a strong focus on monographs):
 - Establish library-faculty advisory committees.
- ASRS mechanics:
 - Storage bins require periodic refitting as building settles:
 - Resetting bins is an automated process:
 - Not problematic but failure to do so could possibly throw off aisle alignment
 - An ASRS cannot be retrofitted into an existing building:
 - It must be planned as part of a new building construction project:
 - ASRS is like a vault and must be installed within a building during the building's construction

- Print repositories provide much potential for synergies with digital initiatives:
 - Consider digitizing deposited materials as they are requested (“user-driven” digitization)
- An ASRS provides opportunity to change paradigm of how to build a library:
 - High density storage in a small area allows for such a different use of space while maintaining the library role:
 - Providing perpetual access to (print) information in new and better ways

For more information on the University of British Columbia Library Automated Storage and Retrieval System (ASRS) please contact:

Mr. Simon Neame

Coordinator, Programs & Services

Irving K. Barber Learning Centre

1961 Main Mall

University of British Columbia

Vancouver, British Columbia

V6T 1Z1

tel.: (604) 822-3096

fax: (604) 822-3242

e-mail: simon.neame@ubc.ca

Web site: <http://www.library.ubc.ca/home/asrs>

II) Carleton University Library Storage Facility

1. Reasons behind the initiative:

- Lack of space in library:
 - Have been exceeding recommended shelving capacity since 2004
 - Collection grows a rate of 20,000 volumes per year
- New learning commons (opened September 2005) contributed to the need for storage space
- Simultaneous construction opportunity: repository is an addition to a new building (ice arena) also under construction
- Storage site will provide ideal conditions for long-term preservation of library materials

2. History and location:

- Repository opening date: September 2006 (projected)
 - Occupancy by late May 2006
- Located on campus, adjacent to an ice arena
- Discussions around the initiative began in 1998–1999
- Construction planning began in July 2004
- Facility originally conceived as a shared initiative with University of Ottawa:
 - Partnership was dissolved when it was determined (spring 2005) there would be insufficient storage space for U of O
- Repository was originally scheduled to open in September 2005

3. Capacity/size of the repository:

- Estimated 500,000–750,000 items (will depend on the final shelving configuration)
- Repository total square footage: 10,000 ft² (storage area + administrative area)
- Storage area total square footage: 8,500 ft²
- Shelving height: 22 feet
- Work area allows for 4 work stations

4. Projected years of storage space:

- Up to 20 years:
 - Based on:
 - Estimated annual input 20,000 items
 - Assuming all square footage is retained for library-only space:
 - 20 years x 20,000 items per year:
 - = 400,000 items
 - + 100,000 items (initial deposit)
 - = total capacity of 500,000 items

5. Cost of the repository:

- \$2.25 million*
 - Initial cost was estimated at \$2 million
 - * Cost increased because of better HVAC system and better fire suppression system
- Staff: 2 full-time staff + as many students as required

6. On-campus access to repository holdings:

- Delivery time: ½ day–24 hours depending on request time
- Service is limited to weekdays.
- 2 deliveries per day:
 - Mid morning and mid afternoon
- Delivery via mail bag:
 - Repository is not directly accessible from the university's tunnel system.
- Likely to have same interlibrary loan policy as for regular library materials

7. Considerations in planning a print repository:

- Design and/or service considerations:
 - Maximizing the use of storage (high density)
 - Ease of access for faculty/students/staff:
 - On site consultation room is provided
 - Ease of transportation and delivery of documents between library and storage facility
 - Separate HVAC despite facility being adjacent (an addition specifically) to a new building (ice arena) built simultaneously with the repository
- Storage candidate selection policy:
 - Consultation with faculty through library subject specialists
 - In general* will only deposit journals that are replicated electronically in Carleton University's collection
 - * Exception: ceased journal subscriptions
- Will deposit books and journals bought to support programs that are no longer offered, e.g. Spanish collection

8. Challenges:

- Mostly construction related, e.g. delays:
 - Soil testing (for ground base stability)
 - Water pump capacity (fire sprinkler system)
 - Construction permits
- Persuading faculty/staff to accept the repository initiative (History department in particular)
- Uncertainty of funding: facility originally conceived as a shared initiative with University of Ottawa, with this partnership later having dissolved
- Processing area work space at Carleton U's repository may prove to be slightly "cramped"

For more information on the Carleton University Library Storage Facility please contact:

Ms. Flavia Renon

Assistant Instruction Librarian

206 MacOdrum Library

Carleton University

1125 Colonel By Drive

Ottawa, Ontario

K1S 5B6

tel.: (613) 520- 2600 ext. 1931

fax: (613) -

e-mail: flavia_renon@carleton.ca

Web site: <http://www.library.carleton.ca/storage>

III) University of Manitoba Libraries Annex

1. Reasons behind the initiative:

- Lack of space in the libraries:
- The various storage facilities on campus have been filled to capacity.

2. History and location:

- Repository opening date: Planning to start depositing materials in January 2007
- Discussions around the initiative began in 1995.
- Funding for the repository was received in 2006.
- Located adjacent (attached) to Elizabeth Dafoe Library (Humanities and Social Sciences Library)

3. Capacity/size of the repository:

- 500,000 volumes (approximately):
- Number of library volumes may vary:
 - Depending on quantity of archival material to be stored in facility

4. Projected years of storage space:

- At least 5 years (projected)

5. Costs of the repository:

- \$2.67 million allocated:
- However expected that the repository will exceed this budget

6. On-campus access to repository holdings:

- University of Manitoba (U of M) Libraries Annex items will be included in online public access catalogue and can be requested at any of the 20 U of M libraries.
- Interlibrary loan: same policy as for regular library materials

7. Considerations in planning a print repository:

- What material to initially deposit in the repository:
- Print versions of journals electronically replicated in U of M catalogue:
 - E.g. JSTOR

8. Challenges:

- None encountered to date (February 2006):
- However challenges will inevitably arise.
 - One challenge has been “circumvented”:
 - No public access to the Library Annex repository:
 - I.e. No public reading room available:
 - Materials must be requested through the U of M library catalogue and picked up at U of M branch libraries.

For more information on the University of Manitoba Libraries Annex please contact:

Ms. Carolynne Presser
Director of Libraries
University of Manitoba
157A Elizabeth Dafoe Library
Winnipeg, Manitoba
R3T 2N2
tel.: (204) 474-8749
fax: (204) 474-7583
e-mail: Carolynne_Presser@umanitoba.ca
Web site: <http://umanitoba.ca/libraries>

IV) University of Ottawa Library Annex

1. Reasons behind the initiative:

- Space requirements for:
 - a) New acquisitions:
 - More than 30,000 new books bought each year:
 - Collection budget has substantially increased over the last few years):
 - Need to move 25 per cent of the library's collection
 - Postponement of collection "weeding" measures
 - Many shelving areas do not meet requirements of Ontario Disabilities Act because there is insufficient space between them.
 - b) Collaborative learning facilities
 - c) More equipment and information technology support (computer, printers, scanners, etc.)
 - 60% of collection budget is allocated to electronic resources, however there are not enough computers to access these e-resources (need to reduce the constant line-ups)

2. History and location:

- Repository opening date: May 2006 (projected)
- Discussions around the initiative began in winter 2002
- Originally explored possibility of sharing space with Carleton University's Library Storage Facility:
 - Discussions began April 2004
 - Partnership was dissolved when it was determined (spring 2005) there would be insufficient storage space for University of Ottawa (U of O)
- U of O started a lease for its own individual repository facility in July 2005:
 - Located at 2395 Conroy Road (in an industrial park): 15 kilometres (20-minute drive approximately) from the campus
 - Began moving holdings in August 2005

3. Capacity/size of the repository:

- ii) 12,500 ft²
- 500,000 items

4. Projected years of storage space:

- 12 years (as March 2006): until 2015

5. Cost of the repository:

(2006):

- Capital costs: \$370,000
- Operational costs: \$170,000
- 2 full-time staff: \$ 65,000 (per year)
- Total cost: \$605,000

6. On-campus access to repository holdings:

- Documents will be delivered within 24 hours of submitting a request.
 - Goal: same day delivery for items ordered before
- Materials will be retrieved several times a day, including weekends, depending on demand.
- Hoping to introduce secure desktop delivery:
 - Articles from journals or book chapters will be available for printing within hours of a receiving a request.
- Exploring possibility of enriching catalogue records of U of O Library Annex holdings:
 - E.g. possibly scanning and including holdings' tables of contents in holdings' respective catalogue records

7. Considerations in planning a print repository:

- Only periodicals for which University of Ottawa has full text electronic access will be deposited in the Annex.
- Provision that documents can be returned to and reactivated in the general collection as required ("No decision is irreversible.")

8. Challenges:

- Establishing guidelines for identifying documents to be deposited:
 - Will be developed in close consultation with faculties and student federations: Liaison librarians will work with a library representative in each department to ensure faculty concerns are considered during the selection process.
- Planning how the repository will operate, e.g. processing, shelving and retrieving material

For more information on the University of Ottawa Library Annex please contact:

M. Gilbert Caron
Chief Administrative Officer
Library Network
Morisset Hall
University of Ottawa
65 University Private
Ottawa, Ontario
K1N 9A5

tel.: (613) 562-5800 ext. 3646

fax: (613) 562-5195

e-mail: gilbert@uottawa.ca

Web site: <http://www.biblio.uottawa.ca/p.php?g=e&s=12&n=faq-annex>

V) Quebec university library print repository initiatives

1. History/Challenges:

- Studies on the common storage needs among Quebec universities have not produced very conclusive results:
 - Needs vary according to institution
 - Shift to electronic has slightly alleviated the need for print storage space
 - Several institutions have proposed intermediate local shared solutions (with less interest in a province-wide solution)
 - Two general positions among Quebec university libraries for a proposed solution:
 - 1. Construction of a province-wide shared facility
 - 2. “Collective solution” with designated institutions responsible for maintaining/holding the definitive print copies for particular disciplines
- Sous comité des bibliothèques de la Conférence des recteurs et des principaux des universités du Québec (CREPUQ) conducted a:
 - 2004 survey on the common storage needs among Quebec universities:
 - Montreal-area institutions have more urgent need for common storage facility
 - Situation for libraries outside of the greater Montreal area is less problematic and storage space costs less
 - Shared repository initiatives may be limited to a possible “Montreal solution” for the present time
 - 1992 report on a proposed common storage partnership/initiative with la Bibliothèque nationale du Québec (BNQ)
 - BNQ, faced with its own shortage of storage space, had acquired a facility for their collections (renovated and retrofitted with environmental controls) to provide storage space for an estimated 25 years
 - Proposed to rent vacant space to Quebec university libraries
 - Provincial government intervened: vacant space was allocated to Quebec national archives
- General consensus: at present time (February 2006) insufficient need to build a shared print repository
 - Each institution is to find its own solution (perhaps not the ideal situation)
 - Some libraries have warehoused part of their collections however these facilities are not well adapted lacking proper environmental controls

For more information on print repository initiatives in Quebec please contact:

M. Onil Dupuis

Chargé de recherche principal, Bibliothèques

Conférence des recteurs et des principaux des universités du Québec (CREPUQ)

Montréal, Quebec

T6B 1E6

tel.: (514) 288-8524 ext. 206

fax: (514) 288-0554

e-mail: o.dupuis@crepuq.qc.ca

Web site: http://www.crepuq.qc.ca/rubrique.php3?id_rubrique=52

VI) University of Saskatchewan print repository initiative

1. Reasons behind the initiative:

- Space modification requirements for main library transformation: new learning centre, i.e. learning commons

2. History and location:

- Targeted repository opening date: 2006
- Planning began in 2003
- Have targeted an existing campus building as possible repository location

3. Capacity/size of the repository:

- At least 225 m², possibly as much as 500 m² (to be determined)

4. Projected years of storage space:

- Repository will be filled almost immediately upon opening

5. Cost of the repository:

- Unknown as of February 2006
- Expect costs will be quite limited:
 - Will move existing stacks from main library to the repository, with probably a limited amount of new stacks
 - Repository will not be staffed (strictly for retrieval)

7. Considerations in planning a print repository:

- Minimal retrieval requirements
- Will only deposit journals that are replicated electronically
- Low-use holdings to include material such as:
 - Reference materials
 - Science citation indexes
 - Government publications
 - Maps
- Possible disposal of holdings?
 - Ontario Scholars Portal (OSP) has given University of Guelph adequate level of comfort to discard long physical backruns of particular journals
 - Non-Ontario universities possibly buy into OSP?

8. Challenges:

- Convincing university administration that a print repository is a wise use of space and funds

- Ever increasing shift from print to digital
- University libraries are looking more and more the same:
 - Collaborative approaches to storing materials should be highly recommended:
 - Collaborative print repositories can be very cost effective

For more information on the University of Saskatchewan print repository please contact:

Mr. Ken Ladd

Acting Director of Libraries

University of Saskatchewan Library

3 Campus Drive

Saskatoon, Saskatchewan

S7N 5A4

tel.: (306) 966-5942.

fax: (613) 966-5932

e-mail: ken.ladd@usask.ca

Web site: <http://library.usask.ca>

VII) University of Toronto Library (UTL) at Downsview

1. Reasons behind the initiative:

- Storage of low-use humanities and social science collections
- Storage of low-use collections from various UTL collections
- Storage of University archival collections
- Long-term preservation of collections
- Potential for collaboration with other institutions
- Benefits of space saving allocated?
- Improved space allocation for users:
 - Including improved ability to shelve new materials in high use stack areas:
 - In some cases, to allow a re-assignment of library space to other university purposes.

2. History and location:

- Repository opening date: December 2005
- Discussions and research began in 1997.
- Facility planning began in January 2004.
- Construction began in January 2005
- Located off campus in the Downsview area of North York:
 - 4925A Dufferin Street

3. Capacity/size of the repository:

- Current capacity: 1 million items (9,000 ft²):
 - Consists of 1 “pod” storage facility:
- 30 feet-high shelving
 - First pod took approximately 4–6 months to build
 - UTL at Downsview location has sufficient land for 6 pods
- Capacity by 2008: 2 million items (18,000 ft²)
- Capacity by 2012: 3 million items
- Master plan:
 - Capacity by 2017: 5 million items

4. Projected years of storage space:

- Estimated to 2030

5. Cost of the repository:

- Cost to build first pod: \$6 million
- Staffing:
 - 4 staff:
 - 2 of which are licenced “forklift” operators
- Business plan and budget are still under development

6. On-campus access to repository holdings:

- By request via online request service incorporated in online public access catalogue shared by all UTL libraries

7. Considerations in planning a print repository:

- For journal runs:
- UTL at Downsview operates via a singular approach:
 - I.e. process and policy of maintaining a definitive copy:
 - UTL at Downsview's journal policy:
 - Have 1 complete copy of any print journal
 - First copy transferred will be the definitive copy of the journal run
- Inter-library loan:
 - Same policies which are used throughout UTL libraries and OCUL
- Choosing a best-practice model for construction and operations
- Securing capital to build a new facility, as well as suitable location
- Developing an operating budget and business model for a campus-wide facility
- Coordinating with other UTL libraries re policies for collecting, procedures, etc.
- Selecting "low-use" items

8. Challenges:

- Some construction challenges:
 - E.g. occupancy delay
- Ontario Council of University Libraries (OCUL) Collaborative Collection Continuity (CCC) Initiative:
 - UTL at Downsview has been identified as a possible storage site for CCC initiative:
 - University of Toronto (U of T) is open to other OCUL libraries participating in UTL at Downsview initiative:
 - At present U of T would encourage other OCUL libraries to build their own pods at the Downsview location.

For more information on the University of Toronto Library (UTL) at Downsview please contact:

Ms. Lari Langford

Head

Access and Information Services

Robarts Library

University of Toronto

130 St. George Street, Room 1008

Toronto, Ontario

M5S 1A5

tel.: (416) 978-2898

fax: (416) 971-3131

e-mail: lari.langford@utoronto.ca

Web site: <http://www.greatspaces.utoronto.ca/projects/LibraryStorageFacility.htm>

VIII) University of Western Ontario Archives and Research Collections Centre (ARCC) and Research Depository Library (RDL)

1. Reasons behind the initiative:

- Combined need for:
 - 1. Storage solution for print materials:
 - Book Depository:
 - Designed to provide cost-effective preservation and retrieval of low and medium-use library materials transferred from the 6 University of Western Ontario (UWO) Libraries
 - 2. UWO archives (including local history materials and rare books)
 - 3. UWO records centre
 - Latter 2 needs, in conjunction with a significant increase in first-year students, owing to the “double co-hort” year* (2003–2004), resulted in the establishment one common (multi-use) facility:
 - The UWO Archives and Research Collections Centre (ARCC)
- * Ontario government eliminated grade 13 in 2003:
- In the 2003–2004 academic school year 2 Ontario graduating high school classes entered Ontario universities.

2. History and location:

- Repository opening date:
 - Initial occupancy summer 2003
 - Official opening April 2004
- Building concept originally conceived in the 1990’s
- Located adjacent to The D.B. Weldon Library:
 - Designed and built as a separate building

3. Capacity/size of the repository:

Total square footage	11,714 ft ²
Total storage capacity	1.6 million volumes or 80,000 cubic foot storage (“banker”) boxes
Holdings (as of end of 2005)	225,000 volumes; 20,000 boxes
Volumes added annually	40,000 volumes (projected)
Number of retrievals annually (2005)	6,600 (low and medium use items only)

- ARCC's High Density Module, i.e. Book Depository:
 - Approximately 9,300 ft² in size and approximately 30 feet high
 - As of February 2006, holds upwards of 225,000 library research volumes, approximately 9000 boxes of archival material, 11,000 boxes of semi-active university records, and over 100 media storage cabinets

4. Projected years of storage space:

- 5–7 years (as of December 2005):
 - If deposits continue at current rate:
 - Anticipate there will be some decline, especially regarding semi-active university records

5. Cost of the repository:

- Entire ARCC project: \$4 million (planning and consulting inclusive):
 - Construction of ARCC proper: \$2.75 million
- Staffing:
 - Book deposit facility comprises 4 full-time equivalents (FTE's)
 - Entire ARCC has a staffing level of 11 full-time staff (includes 2 FTE students)

6. On-campus access to repository holdings:

- Delivery within 2 business days:
 - Typical turnaround time within 24 hours:
 - Requests are normally ready for pickup at D. B. Weldon Library within 2 hours of placing request
 - Delivery to UWO libraries once per day:
 - Delivery to D. B. Weldon Library by 10:00 a.m.
 - Shipments to other libraries leave the ARCC by truck by 9:30 a.m.
- Weekend service in fall and winter terms:
 - Requests received after mid Friday are processed on Sunday:
 - One delivery, limited to the D.B. Weldon Library, by 11:00 a.m.
- No weekend service in summer:
 - Requests received after mid-Friday processed on Monday morning

7. Considerations in planning a print repository:

- Multi-functional flexibility was most important factor in planning the ARCC:
 - ARCC is a multi-function facility (Book Depository, archives, and record centre):
 - Can be reconfigured to meet changing needs (by simply realigning shelving)

- Library items, i.e. materials from the Book Depository, may not be requested through ARCC's public reading room*:
 - Book Depository materials must be requested through the UWO Shared Library Catalogue and be picked up at UWO branch libraries
 - * Reserved for "archival and rare book" materials only
- ARCC building has a waterproof skin with a slightly concave roof:
 - Drains rain and melts water off the roof down through large pipes running through the building itself to drainage below the facility
- Materials are boxed and shelved according to size, not subject, with 5 sizes of book trays used to maximize space.
- There are 7 freestanding shelving ranges and 2 wall-mounted ranges, each of which is just over 100 feet long:
 - Each shelf is movable but must be moved in consultation with the installer, owing to loading capacity
- Floor: specially constructed "superflat" concrete floor which allows safe operation of Orderpicker and alignment of racking
- Orderpicker: a modified operator uplift truck:
 - Runs along an electronic guidance system embedded in the floor (between shelving ranges only)
 - Can lift a maximum of 3000 lbs
- Some higher-use items have been deposited into Book Depository because of space constraints:
 - If Book Depository contents were limited to strictly lower-use materials, the result would be approximately 20% fewer retrievals from the Book Depository (very rough estimate)
- ARCC offers electronic document delivery although it did not originally envision providing this service.
- Entire ARCC is wired to provide wireless access by staff and patrons

8. Challenges:

- More work processing space is required for sorting and working with incoming collections, especially new archives donations and semi-active university records:
 - Shipping and receiving quarters are "cramped" at times
- Insufficient open floor work space:
 - Designed for 6 full-time staff but in reality accommodates 10 full-time staff
- "Swing" space at the end of the aisles should be wider to better accommodate the Orderpicker

- One HVAC unit controls the environment for both the High Density Module and the public and staff offices and reading room:
 - Difficult to provide ideal conditions for either collections or staff—separate HVAC units for each area would provide improved control

- UWO also maintains a Research Deposit Library (RDL) for very low-use materials in another on-campus building:
 - Desire to vacate RDL completely owing to its substandard storage conditions, i.e. basement:
 - However not currently feasible because of budget constraints

This synopsis borrows from a December 2004 summary prepared by Helen Salmon, Associate Chief Librarian, User Services, University of Guelph.

For more information on the University of Western Ontario Archives and Research Collections Centre (ARCC) and Research Depository Library (RDL) please contact:

Mr. Robin Keirstead
University Archivist
Archives and Research Collections Centre
University of Western Ontario
London, Ontario
N6A 3K7
tel.: (519) 661-2111 ext. 87289
fax: (519) 850-2979
e-mail: rkeirste@uwo.ca
Web site: <http://www.lib.uwo.ca/archives/library.shtml>

B) Consortial/shared initiatives:

IX) Book and Record Depository (BARD)

Participating institutions: University of Alberta, University of Calgary

1. Reasons behind the initiative:

- Political decision:
 - Library full beyond capacity
 - Required more study space for students
- Economics:
 - Era of provincial cutbacks to help reduce Alberta's deficit
 - Estimated cost to build a suitable building: \$75 million
 - BARD was an inexpensive alternative

2. History and location:

- Repository opening date: February 16, 1994
- BARD planning and consulting began in the late 1980's
- Search for a suitable facility began in the early 1990's
- Located at 50th Street and Sherwood Park Freeway (8 km east of U of A main campus)
- Leased commercial space (former IKEA store)
- BARD is singly owned (by the University of Alberta)
- BARD was the first Canadian print repository facility

3. Capacity/size of the repository:

- Approximately 3.5 million volumes
- Book storage area: 127,208 linear feet (38.8 km)
- Facility area: 4,318 m² (46,460 ft²)

4. Projected years of storage space:

- 15–16 years (originally estimated at 30 years)
- 3–4 years of storage space remaining (as of March 2006)

5. Costs (monetary) of the repository:

- \$3.5 million to retrofit the building and install environmental controls (original estimated cost was \$2.5–3 million)
- A rental fee is charged back to University of Calgary:
 - According to amount (linear feet) of space used
 - Charge exists for withdrawing holdings
- Otherwise University of Alberta absorbs costs:
 - 20-year lease (1992–2012) at minimal cost (\$2–4 ft²)

6. On-campus access to repository holdings:

- Two deliveries made per day (excluding weekends)
- As of 2003, three sets of requests are processed per day: 9:30 a.m., 11:30 a.m. and 2:30 p.m. using SIRSI software (originally processed only one set of requests per day):
 - Requests received by 11:30 a.m. are placed on the 12:30 p.m. (same day) delivery truck
- Requests may be picked up at BARD:
 - Within 1 to 2 working days

7. Legal collection agreement (applicable to shared initiatives):

- University of Alberta does not have a legal collection agreement.
- Held 1994–1995 negotiations with COPPUL and University of Regina
 - Explored possibility of using BARD as a COPPUL regional storage facility
 - COPPUL drafted a legal collection agreement but nothing official resulted
- Holding “last copy” negotiations with NEOS (academic, government and health library consortium spanning from Olds to Grand Prairie (AB))
- BARD aims to operate via a singular approach, i.e. maintain only one definitive copy of a particular holding.
 - Has been successful in some cases—other cases have resulted in multiple copies
 - Collections development policy (e.g. joint criteria for deposits) exists but BARD has not been authorized to enforce it
- Ownership (of holdings) is transferred to BARD.
- Inter-library loan/document delivery policies: standard two week loan with allowances for travel time
- Standard interlibrary loan/document delivery policies govern BARD materials.

8. Considerations in planning a print repository:

- Recommend stacks at least 20 feet high for maximum density
- Stock pickers “Man-aboard” (forklift-like devices)
 - Wire-guidance system vs. bumpers (to avoid collision with stacks)

9. Challenges:

- Never retrofit an existing building—always purpose build.
- Taking into account sheer weight of books/holdings:
 - Shelving:
 - Fire marshal:
 - Possible requirement of in-rack sprinkler system:
 - Sprinkler system was abandoned for open or perforated shelving:
 - To allow for the potential of water trickling down in the event of a fire
 - Perforating the shelving significantly reduced the strength of the shelves and resulted in a major project to reinforce them after BARD had opened

- Floor of repository building:
 - Recommend heavy-duty, super flat floor, fortified with two layers of rebar (even with staggered loading, BARD's floor slabs have shifted)
 - Avoid building on a sand base: BARD has experienced some shifting
- Avoid flat roofs (BARD has experienced a few floods)
- Initial planning for the next BARD has been completed:
 - "BARD2" facility will be purpose-built, possibly located in the U of A south campus, ideally on land area sufficient for building multiple "pods" (similar to the Harvard University print repository initiative)

For more information on the University of Alberta BARD please contact:

Mr. Vaughn Munro

BARD Operations Supervisor

Book and Record Depository (BARD)

8170-50th Street

Edmonton, Alberta

T6B 1E6

tel.: (780) 466-5070

fax: (780) 466-5210

e-mail: vaughn.munro@ualberta.ca

Web site: www.library.ualberta.ca/bard

X) Council of Atlantic University Libraries (CAUL): Atlantic Regional Consortium for the Preservation of Scholarly Materials

1. Reasons behind the initiative:

- Space for storage of library materials in region's academic libraries is extremely limited
- Most libraries are 30 years or older:
 - Have reached their design limits as regards collections space
- Funding for new buildings/annexes is not a priority for most institutions in foreseeable future
- New methods of information delivery, access and management require new library spaces:
 - Or reallocation and redesign of existing spaces to accommodate new needs
- Few collaborative storage/shared print access models exist that satisfactorily address:
 - Access:
 - Ownership:
 - Cost:
- Among libraries participating in a regional space / access solution encompassing multiple jurisdictions.
- Through joint action libraries can begin to address preservation responsibilities more effectively and at reduced cost.

2. History and location:

- Draft document *Atlantic Regional Consortium for the Preservation of Scholarly Materials* prepared by William Maes, (CHECK University Librarian, Dalhousie University) for the 2005 CAUL fall meeting:
- Comprises a sample of issues to be addressed and possible directions towards a solution for an Atlantic regional print repository:
 - Next step is to develop a CAUL legal collection agreement
 - CAUL Regional Collections Group/Serial Repository Working Group has begun process of identifying materials which are duplicated in the region, initially concentrating on journal runs
 - Location(s) of the print repository(/ies) remain(s) to be determined.

3. Legal collection agreement (applicable to share initiatives):

- Legal collections agreements present 2 scenarios:
 - a) If actual storage facility exists*:
 - Agreement pertains to how facility is funded, managed, and resourced as regards holdings
 - b) In absence of physical facility:
 - Agreement pertains to interaction among members as regards joint disposition of collections
- * Most existing legal collection agreements have at their core an actual facility.

- Examples of questions to be addressed in a legal collection agreement:
- A. How are the responsibilities shared amongst the partners?:
 - E.g. which partners keep what materials?
- B. What determines the location of the definitive copy?
 - Space needs could be accommodated via:
 - i) Collaborative collection rationalization:
 - I.e. Collections deemed acceptable for deposit could be held locally:
 - Particular consortium member maintains definitive copies for particular discipline
 - ii) Depositing with commercial storage facility:
 - As costs grow consortium members could participate on basis of collection size.
- C. How are benefits of storage or disposal to be distributed?
 - i) Who bears the costs of long-term deposit?
 - ii) How are benefits of space saving allocated?
 - Initially, if space needs are accommodated through collaborative collection rationalization, costs would be restricted to administration:
 - E.g. Funds required to resource committees
- D. Who is the owner of the definitive copy?
- E. What are the responsibilities of the “holder” of the copy?
 - i) Who determines disposition of the copy held?
 - ii) How is the copy identified for easy retrieval by all partners?
 - iii) What is the on-campus access to the materials?
 - iv) What inter-library loan/document delivery policies govern the materials?
- F. Is a collection’s ownership transferred to the consortium/shared initiative?
- G. What are the joint criteria for deposits?

This synopsis borrows heavily from the 2005 draft document *Atlantic Regional Consortium for the Preservation of Scholarly Materials* prepared by William Maes (University Librarian, Dalhousie University).

For more information on the Council of Atlantic University Libraries (CAUL) Atlantic Regional Consortium for the Preservation of Scholarly Materials please contact:

Mr. William Maes

University Librarian

Dalhousie University

Killam Memorial Library

6225 University Avenue

Halifax, Nova Scotia

B3H 4H8

tel.: (902) 494-2153

fax: (902) 494-2062

e-mail: William.Maes@dal.ca

Web site: <http://www.dal.ca/libraries>

XI) Ontario Council of University Libraries (OCUL) Collaborative Collection Continuity Initiative

1. Reasons behind the initiative:

- OCUL Collaborative Collection Continuity (CCC) Committee established in 2003:
 - Committee Chair: Sharon Brown (University Librarian and Archivist, Wilfrid Laurier University)
 - Committee mandate:
 - To explore collaborative ways of addressing the growing need for print material storage space at OCUL libraries
 - 17 OCUL institutions are participating in CCC initiative
 - Committee has recommended that ideally, the initiative provide for both the physical and digital delivery of material
 - Policy, procedures and “mechanics” (i.e. digitization requirements) report is being drafted by Tom Eadie (University Librarian, Trent University):
 - Report should be completed by spring 2006
 - Work towards this initiative is ongoing and requires further investigation

2. Location:

- 3 possible storage sites for the CCC initiative have been identified:
 - 1. former NORAD facility in North Bay (60,000 ft²)
 - 2. former women’s federal penitentiary (Prison for Women) in Kingston
 - 3. University of Toronto Libraries (UTL) at Downsview:
 - First “pod” storage facility at Downsview opened in December 2005:
 - Each pod has a storage capacity of 1,000,000 volumes, with 30 feet–high shelving.
 - Cost to build the first pod: \$6,000,000 and took approximately 4–6 months
 - UTL at Downsview location has sufficient land for six pods
 - University of Toronto (U of T) is open to other OCUL libraries participating in the Downsview initiative:
 - At present U of T would encourage other OCUL libraries to build their own pods at the Downsview location
 - Dividing a pod’s ownership amongst 17 OCUL institutions could prove challenging.
 - If financial resources were available:
 - CCC Committee would recommend 3 OCUL print repository facilities be established across Ontario:
 - However owing to financial constraints Committee suggests that number of OCUL print repositories be limited to a maximum of 2

3. Considerations:

- Comparative analysis conducted of the TUG Annex holdings and the first shipment of materials to U of T Downsview storage facility:
 - Prepared (August 30, 2005) by Scott Gillies, Manager, Collection Services, University of Guelph Library
 - Analysis revealed a 3% overlap between the two collections (based on a sample of 117,445 total records tested):
 - Note that TUG Annex holdings do not include TUG libraries' obvious unique collections, e.g. University of Guelph's veterinary sciences materials
- Possible OCUL storage solution:
 - Contract University of Toronto to perpetually preserve, on behalf of OCUL institutions, the common, i.e. non-unique, little-used materials housed amongst OCUL libraries
 - Individual institutions to maintain their unique little-used collections:
 - In their respective print repositories, where applicable
- This combined consortial-individual strategy, may be the best approach.
- Solid work plan for the CCC initiative will be developed over the forthcoming year (2006)
- CCC Committee will present its suggestions at the 2006 OCUL spring meeting (May)
- Expected that the CCC initiative will be brought to participating OCUL members for approval at the 2006 OCUL fall meeting (November)

4. Challenges:

- Delivery/transportation: Toronto-area OCUL libraries are well positioned:
 - In contrast with more "remote" Institutions, e.g. University of Nippising, Lakehead University and Laurentian University
- Establishing a cost sharing model:
 - However OCUL libraries are familiar with cost sharing measures amongst themselves.
- Geography:
 - CCC initiative has a large number of participants (17) distributed over a large land area

For more information on the Ontario Council of University Libraries (OCUL) Collaborative Collection Continuity Initiative please contact:

Ms. Sharon Brown
University Librarian and Archivist
Wilfrid Laurier University Library
75 University Avenue West
Waterloo, Ontario

N2L 3C5
tel.: (519) 884-0710 ext. 3380
fax: (519) 884-8023
e-mail: sbrown@wlu.ca

XII) The TriUniversity Group (TUG) of Libraries Annex

Participating institutions: University of Guelph, University of Waterloo, Wilfrid Laurier University

1. Reasons behind the initiative:

- Lack of storage space
- All TUG libraries also required more space for students, e.g. learning commons (Wilfrid Laurier University's information commons opened in the fall 2005 with a January–May 2005 construction period)
- Cost to construct a new building was prohibitive

2. History and location:

- Repository opening date: late 1996
- Discussions about the initiative began in the mid 1990's. In July 1996 the TriUniversity of libraries jointly purchased the TUG Annex building. A \$400,000 grant from the Ontario government helped offset some of the cost of purchasing the building. The TUG Annex building is located at 110 Malcolm Road in Guelph (off campus) and was a former bottling plant.
- Approximately time from initial discussions to opening was 1.5–2 years

3. Capacity/size of the repository:

Total Square Footage	35,000 square feet
Total Capacity	1,310,000 volumes
Holdings (as of December 2004)	1,136,591 volumes
Volumes added annually	50,000 volumes
Number of retrievals annually:	26,500
Number of staff:	5.25 (.5 professional; 3 student FTE; 4 support staff)

4. Projected years of storage space:

- As of December 2005, without considerable deduplication measures and a reduction in the amount of material being received, the Annex will full be full by January–March 2006

- However deduplication measures should provide storage space for 7–8 more years (based on a deposit rate of 10,000 volumes per institution per year) or 3–4 more years (based on a deposit rate of 20,000 volumes per institution per year)

5. Cost of the repository:

- The three libraries share operating costs, including staffing the Annex and shuttling materials among libraries. 30% of the cost of running the Annex is shared equally by each institution; the remaining 70% of the cost is based on two usage measures—a measure of storage space used by each institution; and the total number of books and articles supplied to each university’s patrons.

6. On-campus access to repository holdings:

- In all cases, items requested by users from anywhere in the TUG library system are typically received within 1–2 working days (there is no delivery service on weekends). Next day delivery if request received before 4:30 p.m. (otherwise 48 hours)
- A small working room is available at the Annex facility for users who need to consult materials onsite.
- Two deliveries made per day
- Books are shipped as physical objects, while articles are photocopied by TUG staff and delivered to users free of charge, as this proved to be more economically efficient than shipping physical journal volumes back and forth, and made cancellation or off-site relocation of journals much more “marketable” with faculty and students than charging for photocopies of articles would have been.

7. Legal collection agreement (applicable to shared initiatives):

- A TUG legal agreement to retain and share only one copy of low-use print material has been drafted Susan Routliffe (Associate University Librarian, University of Waterloo) and will be approved by April 2006
- TUG Annex operates via a singular approach, i. e. maintain one definitive copy of a particular holding
- Ownership of holdings is not transferred to the TUG Annex (despite holdings being equally shared)
- Inter-library loan/document delivery policies: if request received at e.g. Waterloo University, it is handled through Waterloo U (as if it were a Waterloo document)
- Copy retrieval by all partners is on a first-come, first-served basis
- Joint criteria for deposits: journals deposited only if replicated in TUG’s electronic collection

8. Considerations in planning a print repository:

- Be as economical as possible
- Retaining materials while maintaining reasonable access
- Leverage available technology to the greatest advantage for the user

- Digital delivery of everything is not beyond the realm of possibility
- Copyright possibly poses the greater challenge
- Secure document delivery (deletion after 24–48 hour period) holds promise although it is a work in progress

9. Challenges:

- Cost for the initial setup, even for shared initiatives (this is the greatest challenge)
- Foregoing single ownership for communal ownership of holdings (applicable to shared initiatives)
- “Tonnage” statistics model (applicable to shared initiatives):
 - The importance of maintaining back issues of print serials issues in order to maintain or improve rankings in university ratings
 - Can individual libraries count communal holdings? and the lack of consideration of electronic scholarly materials (although the latter are now beginning to be recognized)

This synopsis borrows from a December 2004 summary prepared by Helen Salmon, Associate Chief Librarian, User Services, University of Guelph.

For more information on the TriUniversity Group (TUG) of Libraries Annex contact:

Ms. Sharon Brown

University Librarian and Archivist

Wilfrid Laurier University Library

75 University Avenue West

Waterloo, Ontario

N2L 3C5

tel.: (519) 884-0710 ext. 3380

fax: (519) 884-8023

e-mail: sbrown@wlu.ca

Web site: <http://www.tug-libraries.on.ca/info/annex/index.html>