

Lawrence Berkeley National Laboratory

Lawrence Berkeley National Laboratory

Title

Relocation of the Donner Library collection

Permalink

<https://escholarship.org/uc/item/7h52j3bn>

Author

LaBrie, Rita Y.

Publication Date

2005-10-13

DONNER RELOCATION REPORT

OBJECTIVE

Relocate the Donner Library Collection.

OBSTACLES

We are out of space in the Building 50 Library main stacks. Approximately 15,000 books have been shifted to make room for books that we already have and for the ones that are checked out.

SOLUTIONS/OPTIONS

1. Relocate the collection (books and journals) to the ANNEX.
2. Relocate selected items of the collection to NRLF.
3. Weed and select books that will fit into the space available in 50-4030 and relocate back journals to the Life Sciences departmental “libraries” in buildings 84 and 74.

SOLUTION # ONE: Transport the entire collection to the ANNEX with the exception of “Methods and enzymology” and the “reference collection.” “Methods” and the reference collection would be relocated to the compact shelving. All other books can be designated “ANNEX” in RLIN and Melvyl catalogs and shelved in the ANNEX. We are now averaging one trip a week to the ANNEX to retrieve books from the 90 and 62 collection and LBL reports.

SOLUTION # TWO: Deposit selected items at the Northern Regional Library Facility (NRLF). If our status is determined that we are eligible to use their facilities, then we can deposit selected items at NRLF. Among other factors, items must not be duplicate items already on deposit and each item must have a machine readable bibliographic record.

***** Not an option.** Scott Miller of NRLF has done some research and found out that we do not qualify to store items at their facility (9/29/04).

SOLUTION # THREE: Weed the entire collection and select items that can fit into the space available in 50-4030 and relocate part of the journal collection to the Life Sciences departmental libraries. The compact shelving has 360 linear feet (120 shelves) available. These tasks are both labor-intensive and time-consuming since each item has to be carefully reviewed.

Weeding:

1. Discard duplicate copies and those that have superseded or revised editions.
2. Discard copies damaged beyond repair.
3. Discard out of date material. Analyze those published before 1994 to determine if they are unique or have historical value.

Selecting books for the compact shelving:

1. Books published since 1994.
2. "Methods in Enzymology" (We have already updated the records in RLIN and Melvyl).
3. ICRU series (We have already updated the records and removed the duplicates).
4. Unique/Historical books.
5. Books on biophysics, genetics, genomics, health effects associated with low dose exposure to ionizing radiation, molecular biology, protein studies, and radiation studies.
6. Biographical directories
7. Coldwater Symposia Series
8. Reference books which are unique or up to date.
9. Major works whose volumes are part of a numbered monographic series.
10. Major textbooks.

Books identified for withdrawal can be set aside so they may be reviewed by the research staff. Researchers can take any item in the collection to add to their own desk collection. Whatever is left over will be tossed or donated.

Tasks, personnel, and time frames for each "solution" are presented in the attached spreadsheets.

RELOCATION OF THE DONNER COLLECTION TO THE ANNEX

TASK	PERSONNEL	TIME FRAME
Shift "Methods in Enzymology" & and Donner reference collection to the compact shelving (1st aisle at the entrance of 50-4030) from 50B-2265.	Clerical	2-3 hours.
Request Tom Harding clear area in ANNEX for the collection.	Facilities	One week.
Determine amount & kind of shelving needed. (There are 16 wooden bookcases in 2265 that can accommodate 2600 books)	Expert	2 hours.
Locate/order shelving/receive shelving	Wallace/Martin	To be determined.
Erect shelving.	Facilities	To be determined.
Relocate collection from 50B-2265 to the ANNEX.	LBL Movers	8 hours
Shelve books and journals.	Clerical	5-8 hours depending on number of personnel.
Update records in TechLib to reflect new location	Expert	These records can be updated globally in under 2 hours.
Update records in RLIN to reflect new location.	Expert	Not sure about time frame as RLIN has a new interface with new procedures.
Update Journal holdings on Webpages	Expert	Global update in UNIX - 30 minutes.

RELOCATION/DEPOSITION OF THE DONNER BOOK COLLECTION TO BUILDING 50 ROOM 4030

TASK	PERSONNEL	TIME FRAME
Shift and toss volumes in 50-4030 to free 120 shelves. (360 linear feet, enough room for 2880 books based on an average of 1.5 inches per book)	Clerical	2-3 hours
Select books from wooden carts and move to compact shelving (39 carts of books=156 shelves).	Expert	3 wooden carts per week = 12 shelves, depending on schedules & work loads. (13 weeks to review 156 shelves)
For those items not selected - Photocopy (duplex) inside back cover, title page and record barcode. Cross out call numbers, any identifying text on the card pockets, & "Government Property" stamp each book. Remove and toss circulation cards.	Clerical	Approx. 100 books per hour. 20 hours for 2000 books.
Toss discarded books into recycling bins. OR Return books to 2265 so researchers can review books then toss.	Clerical Clerical	As bins are filled to capacity. As books are photocopied & shelves fill.
Change RLIN records of selected books to reflect new location.	Expert/only one person at a time can do this task. RLIN machine in Jane Chew's cubicle	More efficient if this task and the following task are done by same person Approximately 3-4 hours per 50 books. 80 hours per 1000 books, 160 hrs. per 2000.
Change records of selected books in TechLib to reflect new location	Expert or Clerical	More efficient if this task and the preceding task are done by same person Calculations same as above.
Using the information from the photocopies, delete records of discarded books from RLIN	Expert	Combining this task & the proceeding task, est. time is calculated at 3-4 hours per 50 books provided there are not problems with records & no interruptions (human or system).

RELOCATION/DEPOSITION OF THE DONNER JOURNAL COLLECTION - BLDGS 84 & 74

TASK	PERSONNEL	TIME FRAME
Compile a list of journals in the Bldg. 84 and 74 libraries and measure linear feet available in those spaces.	Clerical	One day
Compare their holdings with ours.	Expert	2-3 hours
Confer with Helen Jefferson /Lionette Robinson to select titles and holdings for relocation.	Expert	1 hour
Select journals, return to carts or box & label.	Clerical	4 hours
Have transportation pickup and deliver journals to appropriate library	Transportation	1 day
Shift journals and shelve in new locations.	Clerical	1-2 days
Do we publicize location on web page, catalog? What location name do we use? Patron on their own for retrieval? What to do with the remaining journals? Donate or store in ANNEX?	Library Staff	1/2 to 1 hr. meeting
Update records in Techlib & RLIN.	Expert	3-4 hours per 50 titles
Update records in RLIN	Expert	3-4 hours per 50 titles
Update records on Webpages.	Expert	1-2 hours

DONNER COLLECTION STATISTICS (As of 10/6/04)

	BOOKS	BOUND JOURNALS	UNBOUND JOURNALS
Items from Donner	5544	1626	3545
Items removed from Collection	544	506	3545
Items removed from Catalog	544	0	0
Items Reassigned	720	0	0
Items Retained	5000	1120	0
Items in Circulation	186	0	0