

Brief overview of Library Annex operations

Cornell University Library Annex Basics Fact Sheet

Hours of Operation: Monday through Friday, 9am to 4pm

Delivery turnaround time: within 24 hours

Total holdings: 2.75 million volumes

Staffing: 5.5 FTE

Average Monthly Activity

Pages scanned: 5,000

Volumes circulated: 2,150

Use on-site: 36 patrons using 600 volumes

Volumes accessioned: 4,890

- The Library Annex is a state-of-the-art, high-density, environmentally controlled facility that provides a clean, secure home for materials in a wide variety of formats. Located within two miles of central campus, the Annex is open Monday to Friday, 9 am -4 pm.

- Materials can be either checked out on-site at the Annex or delivered directly to any on-campus library. The usual delivery time is within 24 hours, Monday through Friday. Cornell students, faculty, and staff request material from the Annex via a form from the online catalog. In general, requests submitted prior to 7am on Friday are delivered to the patron-preferred library on Friday. Currently there is no delivery nor on-site access to materials after 4pm on Friday through 9am on Monday.

- With a suggested minimum lead time of two hours, patrons may request items be held for on-site use in the Annex Reading Room which is equipped with wireless access and a computer, printer, copier and microform reader.

- Digital document delivery requests are managed through the form located on the library gateway. (<http://cornell.hosts.atlas-sys.com/illiad/mydocumentdelivery/index.html>)

Documents from the Library Annex are scanned free of charge and placed on a Cornell web server for 30 days for Cornell patrons to access via a link provided to the patron from their MyDocumentDelivery account.