

Final Priority Framework Document Oct 18, 2010

Framework for Prioritizing projects outside of Basic Services

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How does a unit get in the project queue for transfer to the Library Annex?

There can be a variety of factors that require a move of central campus collections to the Library Annex. To run efficiently, it is essential to develop a plan in coordination with the Library Annex Administrative staff. This will ensure that the transfer and ingest will occur efficiently and that the basic services can continue without obstruction. All and that the stakeholders needs are met.

These may include:

Emergency Collection Moves

- External pressures
- Preservation emergency

Reimagining Cornell

- Library closures/consolidations
- Collaborative spaces in libraries or external departmental pressures might displace shelving for collections

Maintenance of Central campus Spaces

- Library outgrowing its shelving capacity
- Move to a steady state library

Miscellaneous Circumstances (such as):

- Google digitization or similar projects that require Library Annex materials
- Library Annex internal moves of backlogged content housed in the 1978 warehouse

In all cases, please contact Barbara Eden and Cammie Wyckoff to alert them and schedule a meeting to review and discuss the project.

In requesting to transfer materials to the Library Annex , unit staff are required to supply the following information:

1. A description of the materials to be transferred, indicating at least the material type (bound volumes, DVDs/CDs, microfilm, videos, film, archival boxes, etc.) and, if possible, basic size (e.g. oversized books, folios, or letter boxes).
2. An accurate estimate of the quantity of material in each medium. Unit staff are also requested to indicate whether or not the figures cited are general estimates or the results of an accurate pick list or LF measurement.
3. Information as to the bibliographic work that will be required for collection transfer. Critical questions include; Does each individual price have barcode?
4. Explanation of the need to transfer the materials in the coming fiscal year (preservation concerns, impending building renovations, maintenance of current shelf occupancy levels, etc.).
5. Information as to whether there is project funding for movement of the collection. If funding is readily available, projects can be expedited. If there is no designated funding, the pace of the project will need to be integrated into the current staff ingest resources available at the Library Annex.

We anticipate that that central campus physical collections will take on many of the characteristics of a 'steady state' collection, we suggest the following:

- Support for barcoding and item record creation for the entire CUL collection so that items are prepared in advance of any move. This will facilitate ingest into the Annex or transfers to other units. It will also minimize problem solving after volumes have been moved.

As an alternative, we recommend the use of Voyager pick lists or inventory lists. Since these lists are generated from item records, they confirm the existence of item record.