Background

The UNT Libraries developed a collection shifting methodology in the Spring of 2013 to address optimizing better use of library spaces. The development of this methodology focuses mainly on the general collection; however, this report also includes how special collections held by the UNT Libraries have addressed space usage for their collections and have developed criteria for sending materials to remote storage.


General Collections Housed in the Willis Library and the Eagle Commons Library

The shifting methodology for the general collection applies to materials housed in the Willis Library and Eagle Commons Library. Items meeting the following criteria are eligible for housing at the UNT Libraries Library Annex.

- Items with records created over 10 years ago, have never been checked out and have no in house use counts
- Items last checked in over 10 years ago and have no in house counts

Lists of these items are generated each spring and sent to the subject area liaisons for review. The liaisons select which items need to stay in their original location based on their relevancy in the field and whether multiple copies are available. The lists are then returned to the Access Services managers of Willis Library and Eagle Commons Library to begin processing workflows for remote storage. This methodology is followed annually.

Although these items are sent to Remote Storage, they are still available for checkout through our Online Holds Request Service linked in the UNT Libraries catalog.

General Collections Housed in the Discovery Park Library

For general collection items housed in the Discovery Park Library, the following criteria are followed:

- Items with records created over 8 years ago and have fewer than 5 checkouts
All shifting to remote is done in consultation with the subject liaisons on an annual basis. Any reference items older than the year 2000 have been sent to remote storage.

**Special Collections**

**Bound Journals**

Bound journals older than 5 years are sent to remote storage. The volumes are still available for checkout through the Online Holds Request Service. Bound journals are also sent to remote storage if they are cancelled titles or if they are available in electronic format. This process is applied annually.

**Music**

In the summer of 2013, the Music Library implemented the shifting methodology applied to the General Collections housed in the Willis Library and the Eagle Commons Library because shelf space was needed to make room for new collections coming in. The Music Library materials identified for remote storage processing were sent to the RCL. Although implementing the methodology freed up much needed space for the Music Library, it is a process that will not be done annually, but more on an as needed basis.

**Media**

The Media Library houses the UNT Libraries audiovisual collections. Items meeting the following criteria are eligible for housing at the RCL:

- A second copy of the item is available
- A more frequently used format exists
- Has low circulation statistics

Currently the Media Library staff spot shift by rows to make room for new items coming in. However, they are in the process of developing a collections shifting methodology for long term space planning. Their current shifting projects are:

- Shifting the audio cassette tape collection to the RCL in the spring of 2014
- Shifting a portion of the VHS collection to the RCL in the summer of 2014.

**Archives**

The Archives and Rare Books Department, now called Special Collections, has 10% of their collections on site. They have 5000 linear feet of manuscripts at the RCL. Incoming items are processed in Special Collections before being sent to the RCL. There is some shelf space in Special Collections dedicated to temporary storage. Items that are stored in Special Collections include:
- Items generally designated as 15-16\textsuperscript{th} century items
- Items in fragile condition
- Frequently used collections or parts of collections.
- Items with high usage statistics

Their current shifting projects are:

- Shifting out digitized materials in 2014
- Processing 400 boxes of Texana Collection items housed at the Denton Courthouse in 2014

**Remote Storage**

The Library Annex is a closed stacks facility that houses general collections items that are not frequently checked out. It has been restacked by size, which has freed up 30\% of additional space. Any items checked out more than 3 times in a 2 year period will be brought back to the main libraries permanently.

![Fig. 1 Library Annex shelves restacked by size](image)

**Government Documents**

The Government Documents Department follows discard rules generated by the Government Printing Office (GPO). Items are sent to remote storage only if approved by the Government Documents Department Head. Spot shifting is done to create space as needed.
Microforms

Microfiche is only discarded if it is affected by acetate film base degradation, also known as Vinegar Syndrome. The Microforms staff spot shift based on space created from discarding.

Digital Library

Items added to the Digital Library stay their permanently. No weeding of the library takes place.