GUIDELINES FOR REGIONAL LIBRARY FACILITIES/CAMPUS STORAGE UNITS
PHASE II

The following procedures were developed from the recommendations of the CMI Operations Advisory Committee subgroups for Publicity, Usage, Bibliographic Control, and ILL/Document Delivery when relevant. These procedures are designed to address activities during the second phase of the Collection Management Initiative grant project during which experimental volumes are located in remote storage, control volumes are maintained on library shelves, and usage data is gathered for both print and electronic journals. Phase II officially begins October 1, 2001.

Campus Storage Arrangements

The following campuses plan to store experimental volumes in SRLF:

> Irvine
> UCLA

The following campuses plan to store experimental volumes in NRLF:

> Berkeley
> Santa Cruz
> San Francisco

The following campuses plan to store experimental volumes in a local or campus storage facility:

> Davis
> San Diego
> Santa Barbara

Riverside elected to submit only control titles.

Housing experimental volumes/issues
RLF's and local storage units should segregate CMI experimental volumes and unbound issues in a location distinct from other collections in the facility. If CMI volumes/issues are kept separate in the storage facility, it may not be necessary to mark these materials. However, if it is determined that experimental volumes/issues be marked, it is the preference of the RLF's that experimental volumes/issues be marked by the campus library before shipment.

If experimental volumes retrieved from storage or an RLF are not marked, it will be necessary to mark them before checking them out to a library user so that when the volume is returned, it will be identified as a CMI experimental title and returned to storage.

Storing unbound issues
Campus libraries may or may not decide to store unbound issues that are CMI experimental titles in the RLF or local storage.   If campus libraries do elect to send unbound issues to an RLF, they should expect to use standard procedures for depositing, requesting, circulating, and returning those unbound issues of CMI titles to/from an RLF.   During the project newly received issues or unbound issues of study titles sent to binding should also be marked to assure their return to the designated storage site.

Definition of use of an experimental titles
Use of experimental volumes/issues is defined as each request by a library patron at the owning campus library for a volume or issue or for an article contained in a study volume or issue from the storage facility or RLF where they deposited their experimental titles.

Counting method
Methods for recording use of experimental titles will vary. For example, SRLF plans to identify CMI titles in ORION 2 so that use statistics can be extracted from local system. Other storage facilities will maintain a file of requests as the method of tracking usage of these materials.

Use will be counted by the RLF where it is stored unless an arrangement is made with the owning library to maintain and report these counts to CMI staff.

The campuses (Santa Barbara, Davis and San Diego) that store their experimental titles in local storage facilities will be responsible for counting each use of a volume or unbound issue and reporting the data to CMI staff.

Frequency of reporting data to CMI staff
Use data gathered by the libraries, the library storage units, and the RLF's of the number of requests for experimental volumes/issues located in storage should be submitted to CMI staff periodically, frequency to be determined in consultation with CMI staff. Details of reporting use data will be released later.

Gathering User Behavior/Preference Data

In response to a request from a library user on the owning campus, RLF and campus storage staff will place a survey form in each study volume, unbound issue, or photocopy. The purpose of the survey form is to determine why the user is requesting print when an electronic version is available. The Survey

forms will be available via email and on the CMI staff website. The library user who requests the item will be asked to fill out the survey form and return it to the library, site to determined by the library. The survey will include a place for the requester to indicate if he/she would be willing to participate in a follow-up interview.

Supplies

If at any time supplies of labels or use data slips run low, campuses, storage facilities and RLF's may request additional supplies from CMI staff.   There is no cost to campuses or the RLF's for these supplies.

Documenting Costs

A form will be provided to aid libraries in recording the cost of carrying out the activities related to Phase II of the project.

RLFphase2.doc