

# Confronting Reality - A Circulation Team's Strategic MOVE

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## The Library Building

The Library building at California State University, Stanislaus was one of the two original buildings on campus when the University opened in 1965 with 760 students. It was designed as a multi-purpose facility that housed university administration on the first floor and library services on the second floor.

In 1989, a new section was added to the library building. A major renovation was seriously considered around 1999, when the student body had grown to almost 6,500. It took almost two decades for the library's renovation dream to come true. CSU Stanislaus currently enrolls more than 10,000 students.

## The Library Renovation

The Library Building renovation was approved by the CSU Chancellor in spring 2017. The renovation was set to begin in summer 2019 and complete in summer 2021.

A piece of land adjacent to the library building was chosen as the site for a temporary library.

From summer 2019 to spring 2021, library services will be offered at a series of modular buildings, now officially called the **Library Annex**.



Library Annex



Temporary library site plan

## A Temporary Collection

The University Library's tangible collections exceed 600,000 volumes. Due to the space limit and scattered setting of the temporary library, the library collections were set to be stored off site. But as soon as the renovation plan was announced, it became clear that for the faculty and students alike, the idea of *no access to library books for two years* was inconceivable and unacceptable. The two-year renovation would mean up to 75% of the students who enroll during the library renovation will be spending half of their campus life without a traditional library; and more than half of the graduate students will experience only the makeshift library. Depriving them from library books will no doubt further sadden their college life. The temporary library needs a collection!

### The Seed Number 8%

Basing on the assumption that the stay-on-campus collection should be a high-used and functional collection, the Head of Circulation started by reviewing circulation statistics from the previous few years. Library books were circulated an average of 30,000 times per academic year, which is 8% of the book collection.



### The Essential Collections and New Books

Three high-used collections were considered essential; and the number of new books anticipated to be acquired during the two-year period was estimated based on past patterns. They were added to the seed number.

- The reference collection
- The video DVD collection
- The music CD collection
- 4,000 new books

### Space for the Collection

After a quick analysis by the Circulation Team, one inch per item was used to calculate the shelf space needed for the temporary collection. And a request was sent to the architects.



## The Temporary Collection

### The Books

As a starting point, three basic criteria were used to identify book titles for the collection:

- ✓ Recently checked out items
- ✓ High-used items
- ✓ Items acquired during recent years

After extensive testing using different time frames and combination of criteria, a simplified formula was adopted by the Head of Circulation:

**Last checkout date >01/01/2017 OR Order Date >07/01/2013**

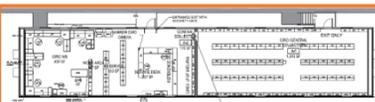
Recent acquisitions were selected by current faculty and represent high interest value; recent checkouts reflect current interest. The criterion of high-used was proven not representative of current interest and was eliminated. The total number of titles yielded using the simplified formula also matched most closely with the target size of the collection.

Category	Count
Book Titles	11,100
Reference	1,100
Video/DVD	1,100
Music CD	1,100
Other	1,100
<b>Total</b>	<b>16,500</b>

### A Small Complication:

Since the library had migrated to a new unified library management system just the year before, the previous system had to be consulted as well.

Acquisition data were generated from the old system and meshed with data from the new system.

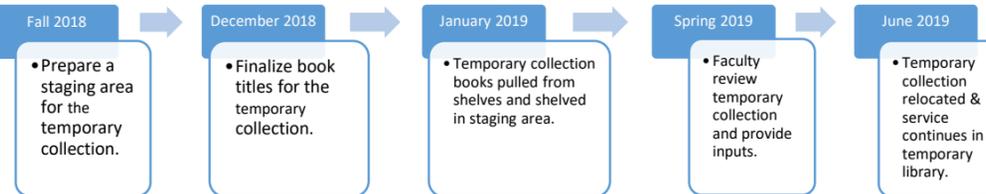


### The Book Stacks

After extensive test-fitting of different layouts and orientations, a floorplan was finalized. The finalized floorplan would provide the exact linear shelving space requested by the Head of Circulation!

The final floorplan would have two modular units combined into one; shelving space was maximized with wall to wall shelving units. Circulation team would have their staff area behind the shelving for Reserves, Videos and Music CDs. Two service desks were positioned at the entrance area.

## A Strategic Timetable for Service Uninterrupted and More



- ❖ **January was winter intersession when most faculty and students are not on campus. It was the ideal month for a substantial Circulation project.**
- ❖ **Faculty were delighted to be able to see and examine the temporary collection, and make certain the books they needed were not going to remote storage.**
- ❖ **Building the temporary collection in advance facilitated all the next steps: sending the rest of the materials to storage; planning for re-shelving in the temporary library; the collection was on standby and ready to go.**

## Birth of the Green Collection

**Retrieve, update and re-shelve** were the three steps the Circulation team repeated all day from January 2 to January 24, 2019.

One person (or a team of two) would retrieve items according to the temporary collection items list.

A full truck would be sent back to the department; another team would update the location in the library catalog and apply a green marking tape above the call number to indicate the new location.

A third team would re-shelve the books in the staging area. The team processed more than 1,000 items a day!

The marking tape was Green, the color the team selected. And the **Green Collection was born in 16 days!**

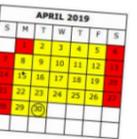


## A New Home for the Green Collection



The modular unit for the book stacks was the first area to become ready.

Circulation team worked closely with University Facilities to identify shelving units suitable for installation in the trailer. Ad hoc urgent shifting projects in different sections of the library were conducted to make available the shelving units.



## The MOVE – The Perfect Team!

The book storage company contracted by the Library began work right after spring 2019 final examination ended. An add-on project was negotiated with the company; the company would box the Green Collection on the last day. But they would not re-shelve the items.

A moving company contracted with the University was scheduled to begin right after the storage company. The mover was contracted to move furniture and equipment to the temporary library. They would also move the Green Collection in boxes. But they would not shelve the items.

**The Circulation team would do all the re-shelving themselves.**



Boxes for the Green Collection



Green Collection in 1,027 boxes



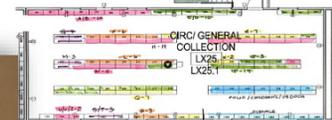
### One More Challenge

The moving company was contracted to complete the job in four days. Their schedule was to move the Green Collection first. BUT the stacks area in the modular unit was too small to accommodate 1,027 boxes! Another strategy had to be developed right away.

Re-shelving of the Green Collection had to be done fast, very fast!

Before the Green Collection was packed, the Circulation team counted the shelves for every LC class and collection. A shelving map was developed, based on the number of shelves needed for each LC class. Following the shelving map, multiple teams could re-shelve at the same time, each starting with a different LC class.

And this plan worked!



The shelving map

The shelving map was taped at the beginning of each class

The mover agreed to deliver the Green Collection boxes in two batches and on two days.

The shelving plan worked out from start to end! It took this team just four days to re-shelve more than 20,000 items.

This one project was only one example out of many throughout the year-long journey to the library renovation. It exemplified the best team work and spirit. It is about setting goals, making plans, and working together.

End of day one

