

MANCHESTER  
1824

The University of Manchester

7 Sept 2017

# FROM HERE TO POSTERITY

Managing low use collections at the University of Manchester

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**Stock Operations Manager**

The University of Manchester Library

# PROJECT INITIATION

**“Our shelves are overflowing and our stores are full”**

**Stock Management Project PID, April 2015**

## New strategic framework

In the context of national strategic initiatives

## Estates Campus Masterplan

Response to the strategic vision of a world-class campus for students and staff

# PROJECT AIMS

## Aim 1

To enhance existing stock management policies and establish new ones

## Aim 2

To ensure that the right stock is in the right place, for retrieval at the right time

## Aim 3

To complete a full stock take using RFID

## Aim 4

To encompass the Main Library Redevelopment, and also the Joule Library decant and AMBS redevelopment

## PROJECT SCHEDULE

# EXPECTED TIMESCALES (at project launch)

Main decant to be completed before  
the start of construction at Main Library

Move from Precinct Library to new  
AMBS Library in 2018

Scheduled for completion in 2019 (with  
the Joule decant)

# OBJECTIVE 1



## The University of Manchester Library Stock Management Policy

### Context

University research libraries face rising pressure for study space and new services while continuing to collect material to support world-class research and teaching. This material is increasing digital but there is still a continuing, although decreasing, demand for print materials, and a long legacy of material to consider. The Library's print collections are regularly evaluated to ensure that they are meeting the needs of the University and are housed in appropriate locations.

### Stock Management Principles

The Library aims to organise its physical stock on the following lines:

- Open shelves: material of relevance to the current teaching and learning and/or research needs of the University
- Stores: less-used stock, material of potential relevance to future research needs of the University, or material of historic importance
- Special collections: rare and unique material of local, national and international importance

There is an ongoing programme of review for library stock to ensure openly accessible shelves, which are under most pressure are used sensibly. We also look to collaborate with other libraries and institutions to ensure that we have a strategic approach to collection management.

**Revised and new policies and procedures meeting the University of Manchester Library requirements and covering all aspects of stock management both now and in the future**

# OBJECTIVE 1: ACHIEVEMENTS

- **Revised Stock Management Policy published on the Library website in December 2015**
- **New policies and approaches to categories of stock implemented, which have been used effectively during the course of the project**
- **Development of some sector leading procedures for stock check and stock management**
- **Members of the Project Board have been and continue to be involved in Monograph Solutions and the National Bibliographic Knowledgebase (NBK)**

## OBJECTIVE 2



**More attractive spaces in the Library that also meet the requirements of students and academics regarding book stock availability**



## **OBJECTIVE 2: ACHIEVEMENTS**

- **Major decant of low-use stock from the Main Library**
- **Additional study spaces created on Blue 3 and Red 3**
- **All monograph stock at the Joule Library moved onto one level**
- **Additional space for staff at Joule Library**
- **Leasing and fit-out of the Research Reserve enables large-scale redevelopments**
- **Weed processes have been developed that will enable and support future projects**

# DECANT CRITERIA

## Material weeded from the open shelves

- No loans within 7 years; not purchased within 7 years
- No reference material
- Some duplication
- Subject to return on request by academic staff

## Store sequences

- Selected by classification range, following a weed of duplicate items
- Consideration given to pre-1920 material

## UKRR holdings

- Entire collection

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# ESTIMATED METERAGE

Task	Meterage	No. of items
Main Library		
IDPM (to Kantorowich)	219	7,665
Abstracts	440	13,200
Store journals	2,000	60,000
HMSO	291	8,736
Law reports	200	6,000
Weed of store sequences	1,830	63,994
Basement (to Pin Mill)	1,762	52,860
Store sequences (decant)	5,775	192,500
UKRR (decant)	2,000	60,000
Open shelf material (decant)	5,452	194,341
Microforms	50	1,500
Totals for site	20,019	660,796
Joule Library		
Joule theses room	475	19,687
Joule weed	777	23,313
Other official publications	116	3,481
Totals for site	1368	46,481
Other sites		
Pin Mill	909	27,220
Totals for site	909	27,220

## TO LET

Modern Warehouse Facility

8,362 sq ft (776.77 sq m) approx.



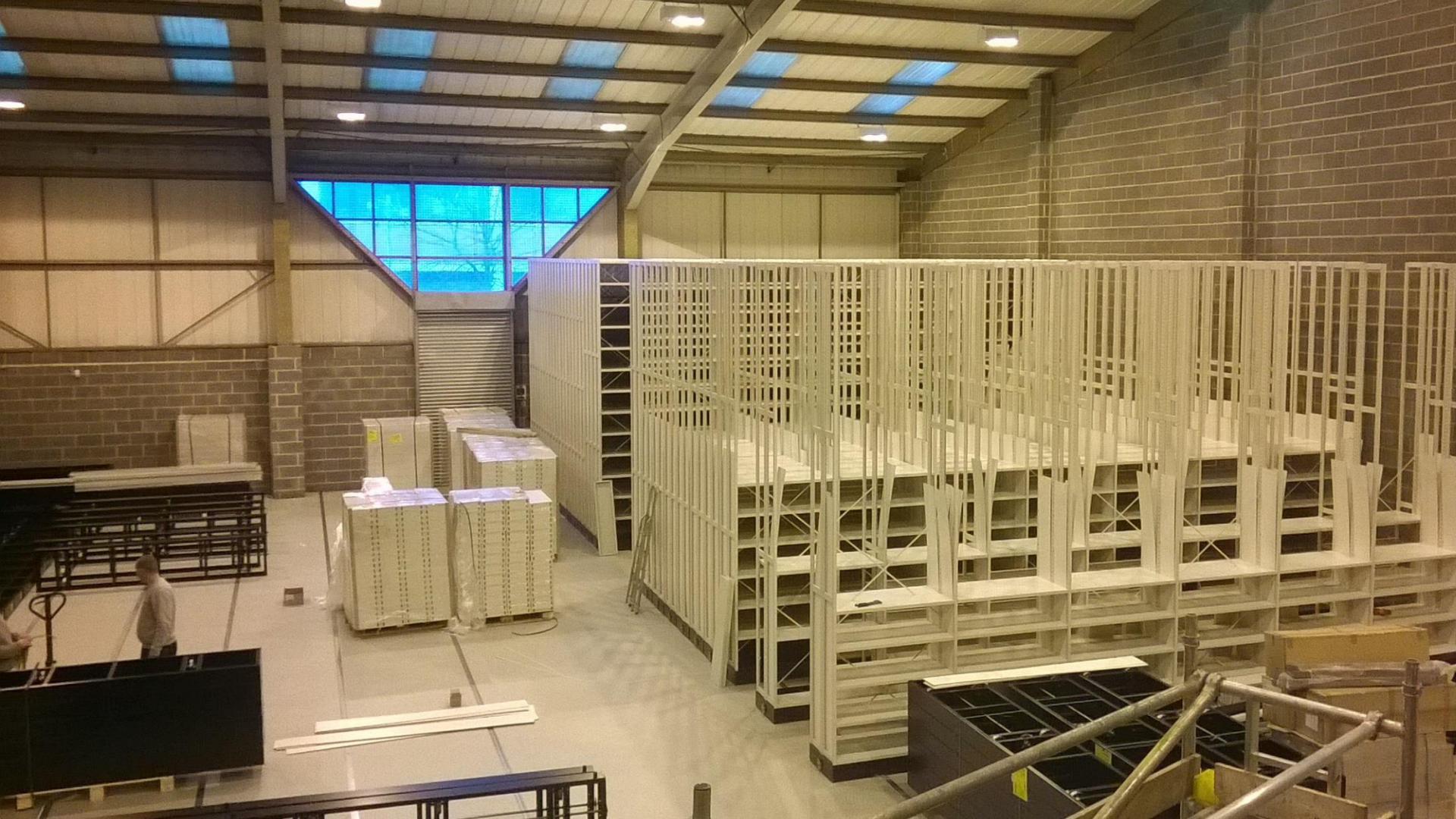
## OBJECTIVE 3

Provide an appropriate environment to store good quality research materials and make them available in a timely manner

## OBJECTIVE 3: ACHIEVEMENTS

- **Estates and the Library have invested in making the Research Reserve an appropriate environment to store research materials**
- **Monitoring of store requests – SLAs are being met (next day delivery)**
- **Offer of the Research Reserve as a service to academics**









LEWIS  
READING TABLE

109-449  
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Pierre Bayle Pour une histoire critique de la philosophie

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ALBERT CAMUS L'ORDRE ET LE DÉSORD

La science et l'âme du monde

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## OBJECTIVE 4



**Evaluate our collections and ensure that those that we decide to keep are made available through our discovery tools**

## OBJECTIVE 4: ACHIEVEMENTS

- **Analysis of the printed collections carried out during this project has informed strategic eBook purchases and collection development**
- **A full stock check of the Main Library has been completed**
- **The discoverability of the collections has been greatly enhanced**

# OBJECTIVE 5


## CCM Tools: An Introduction - Tuesday 15th November

Ben Crabstick <Ben.Crabstick@jisc.ac.uk>

You forwarded this message on 11/11/2016 15:45.

Sent: Fri 11/11/2016 14:55

To: Ben Crabstick

Message  CCM Tools Manchester event November 2016 Programme.pdf (105 KB)

Dear colleagues,

You have recently registered to participate in the half day session 'CCM Tools: An Introduction', taking place next Tuesday between 10.30am and 1.00pm in the Seminar Room on the ground floor of the University of Manchester Library.

I am writing to circulate a copy of the programme for the day, which includes a link to google maps should you need assistance locating the venue. We have quite a lot to squeeze in to two and a half hours, but Diana Massam and myself will be available at the end of the session to answer any questions that you may not have had time to ask. Laptops will be provided for the hands-on exercise, and tea and coffee will also be available both before and during the event.

We very much look forward to meeting you next week, but do get in touch in the meantime if you have any questions.

Best wishes,

Ben



Ben Crabstick  
Library and Archival Services Support Officer

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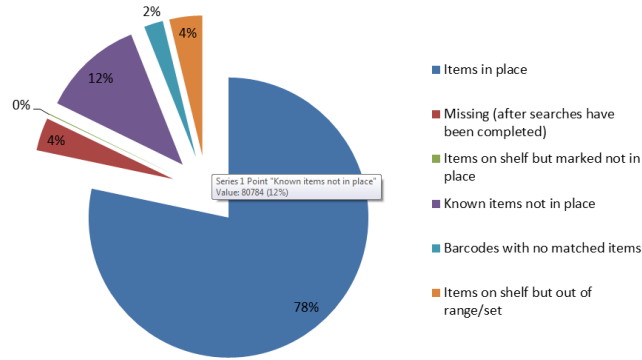
[jisc.ac.uk](http://jisc.ac.uk)

Collaborative working with external organisations to investigate shared storage/shared print options

## **OBJECTIVE 5: ACHIEVEMENTS**

- **Maintained our professional profile through active participation in JISC workshops on Monograph Solutions and the proposed National Bibliographic Knowledgebase**
- **Contributed to national initiatives in collection management**
- **Relationships have been forged with other institutions working in areas of mutual interest and these will continue to be built on going forward**

# BENEFITS



## Improved management of physical stock

- This underpinned all elements of the project
- The Main Library stock check, a sub-project of SMP, has dramatically increased the accuracy of our catalogue
- The project has empowered staff in CCD through developing their technical skills and removing some dependencies on the IT department

## A retention schedule for all book stock

- The series of policy discussion papers informs the retention schedule
- This was only partially met, and a project looking at weed criteria for store material will run in the autumn



Law Books  
B340 - 340.5C

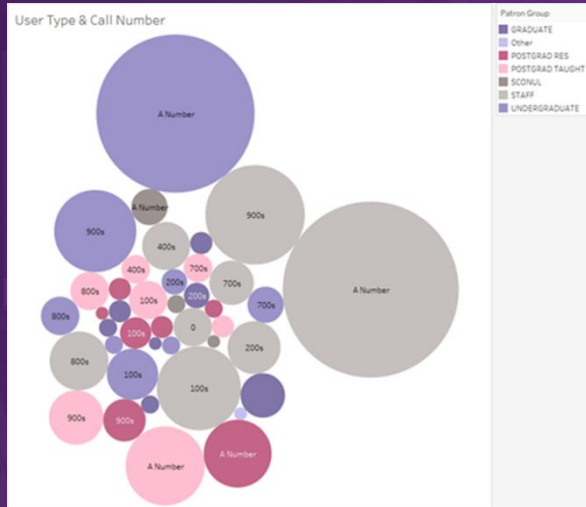
## Ground breaking and dynamic approaches to the treatment of material

- Material was removed from the open shelves through a dynamic and strategically nuanced approach
- The weeding dashboard in Alma Analytics was developed to enable the accurate selection of material for decant to off-site store

## Improved use of “right stuff in the right place”

- The main benefit has been the enabling of the movement and management of large quantities of stock, on a scale never seen before in the Library
- Dynamic storage areas such as that in the Research Reserve enable the planning of ‘what material goes where’

# BENEFITS



## Professional profile /improved reputation (internal to University of Manchester)

- Consultation with academics in the early stages of the project worked well in informing decisions
- The project responded quickly to requests from academics for the return of individual items to the open shelves, and some discrete classification ranges were left untouched by agreement

## Enhanced professional profile (external to the University of Manchester)

- The Library's advice and guidance on matters related to stock management has been sought by other institutions and there has been a useful exchange of experience in some cases



