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
“Our shelves are overflowing and our stores are full”
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
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)
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)
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
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
## ESTIMATED METERAGE

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