Dealing with Downsizing: Collection Development and Collection Withdrawals
2019 Leading Edge Libraries Conference
Coronado Springs Resort, Orlando, FL

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Two Scenarios

• **Scenario #1:**
  - Administration repurposing space for other uses

• **Scenario #2:**
  - Library reimagines space
Scenario #1

Administration repurposes space for other uses
Project Details

• College would repurpose the top floor of the academic building where the law library resides
• Reduce the physical space of the library from 3 floors to 2
• 40% of the space for our print collection
• and move the Archives
UC Hastings Law Library

- Top 3 floors of 6 story academic building
- Print materials
- Electronic materials

- Government Documents
- Archives

18,000+ linear feet
Planning the Project

- Propose a plan to present to College Administration to vacate the 6th floor
- Form a Library / Faculty Committee
- Comprehensive collection analysis performed by librarians
- Faculty input and involvement
Planning the Project Data

- Bibliographic Records
- Item Records
- Order Records
- Checkin Records
Planning the Project Data

Order Record Mark-up

- CDATE: 03-28-2014
- STATUS: CANCELLED
- PURCHASE CODE: COLL ANALYSIS CANCEL
- INT. NOTE: 2014-03-28 Cancelled per Collection Analysis/CDC in 2014 effective after v. 123 no. 8 2014 SCS
COLLECTION ANALYSIS PROJECT DEACCESSIONING AND WITHDRAWAL PROCEDURES

1. SELECTION OF MATERIALS FOR DEACCESSIONING AND WITHDRAWAL

Selection Teams: The Law Library has created four teams of librarian selectors who are charged with analyzing the library collections for necessary withdrawal and permanent disposal. This process is called deaccessioning. The selector teams are charged with following authorized criteria for the withdrawal decisions. These criteria were voted on by members of the Law Library Collection Development Committee and were approved and adopted as policy by the Law Library Administration.

2. DEACCESSIONING AND WITHDRAWAL WORKFLOW / PROCESS

A. Selection and Identification: Following approved review criteria, library print resources are selected and identified for deaccessioning and withdrawal.
B. Physical Marking and Removal: Library print resources are tagged physically and moved to the deaccessioning and withdrawal staging areas.
C. Record Marking: Bibliographic record changes made to provide system generated title lists.
D. Title List Creation: All titles selected for deaccessioning by the Collection Development Committee will be placed in a list and distributed to the law school faculty for final approval.
E. Withdrawal Approval Process: Prior to permanent withdrawal, all print library materials will be reviewed by faculty and approved for withdrawal by the Collection Development Committee.

3. SELECTION AND IDENTIFICATION
### Create Lists & Excel Spreadsheets

#### Retrieve Export

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**Field delimiter**: 

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- `;`
- `--`
- `<none>`

**Text qualifier**: `"`

**Repeated field delimiter**: `

**Maximum field length (0-1000)**

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Mobile Worklists – III Product
Mobile Worklists – III Product

Mobile Worklists

UC Hastings Law Library

Username

Password

Remember my username

Sign in
Mobile Worklists

• March 2015
• We had specific projects in mind based on our library reorganization
• Used in two different circumstances
  – Deaccessioning materials selected in general collection by librarians
  – Analyzing “rare books” in Archives
The lion and the throne: the life and times of Sir Edward Coke (15...)
Bowen, Catherine Drinker, 1897-1973
35012000536486

A first book of jurisprudence for students of the common law
Pollock, Frederick, 1845-1937
35012000536833

The language of the law
Mellinkoff, David
35012000247399

The law schools of the United States: a statistical and analytic...
Nicholson, Lowell S
35012000763445
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- 100 Bibs: call numbers not in SCAT (12380)
- 101 Items: call numbers not in SCAT (8048)

Choose file to copy and press OK.
What We Accomplished?

• Minimum space requirements met
• Finished ahead of assigned deadline
• Planning the collection layout
  – New Configurations
  – Collections Locations
• New Construction
  – Compact Shelving
  – New Study Rooms
  – Adding an Educational Technology Center
What We Accomplished?
Scenario #2 – Library reimagines space
Project Details

- Library conducts usability studies (i.e. asked students)
- Wanted more study rooms and collaborative space
- Over 31,000 volumes needed to be removed from the library
- and the FLARE project was born
What We Had... Fall 2015 First Floor
What We Had...
Fall 2015 Second Floor
What We Had...
Fall 2015 Second Floor
What We Had...
Fall 2015 3rd Floor
THE PLAN

Florida Academic Repository (known as FLARE) Project

• Make room for changes
  • 31,626 plus volumes of print materials were physically
  • The microform collection was either donated to local libraries or recycled.
Fall 2015
Preparing to go...
November 20, 2015
Away we go to FLARE
November 20, 2015
Away we go to FLARE
Construction Commences...

First Floor

- Half of the shelves removed
  - Build study rooms
  - Conference room
  - Soft seating areas
  - Librarian’s office

- Remaining shelves cut down
  - Allow more natural light
  - Create more collaborative space

Second Floor

- Half of the shelves removed
  - Build Study rooms
  - Soft seating areas
  - Librarian’s office
Summer 2016
First Floor
Summer 2016
First Floor
Summer 2016
First Floor
Summer 2016
Second Floor
Spring 2019

Computer Lab
Spring 2019
1st Floor
What’s Next

• Students want even more collaborative space
• Moved all books to second and third floor
• Combined shelves to create study tables
It’s A New Library
Questions?