

Shared Collections Facility Planning Guide

What types of materials can be stored?

The WRLC Shared Collections Facility is optimized for bound volumes, which are stored in acid-free cardboard trays, and archival boxes, which fit in the shelving system. Many other types of material can be accommodated (e.g. microforms, audio-visual materials); consultation with WRLC staff prior to sending other formats is required. All materials should be free of mold, pests and any other substances which might negatively impact other materials in the facility.

PLEASE NOTE: WRLC does not separately insure stored items unless special arrangements are made. The owning library should make sure that its existing insurance policies cover materials stored offsite.

Cost

The owning library pays for the cost of accessioning items into the storage facility. The charge covers the cost of unpacking, sorting, data entry, and shelving the items. There is no additional cost for storage or for retrieval/delivery of library materials: those services are covered by the library's WRLC membership fees.

Condition and packing

Volumes should be clean and free of loose dust and dirt, to avoid bringing contaminants into the storage facility. Items should be transferred to WRLC in boxes. Boxes used for transport should be sturdy and in good condition, and packed so that no box weighs more than 50 lbs.

Staff at WRLC will sort the volumes by size to fit into the standardized trays (provided by WRLC) which are used at the storage facility. WRLC is not equipped to store palletized shipments.

Catalog records and inventory control

For each volume, the library must provide a bibliographic record and item record in the WRLC Catalog, which serves as the inventory control system for these items. WRLC will add the storage location to the existing WRLC record during accessioning. The WRLC Database Standards Policy defines the required amount of cataloging information for various kinds of WRLC records. When necessary, special arrangements can be made for storage facility staff to create the necessary cataloging records (at an additional cost).

How much can be transferred to storage, and when?

WRLC will work with the owning library to determine the optimum schedule of shipments and processing at WRLC. The schedule depends on the owning library's priorities and ability to prepare material for storage and on WRLC's existing processing commitments. Since WRLC uses primarily contract staff to process storage items, and the owning library pays for the processing, WRLC can increase staffing when feasible and necessary to process very large quantities.

WRLC's processing facility is designed to handle a steady throughput of items from the unloading area to the storage shelves. WRLC can accept large bulk shipments on occasion, but smaller periodic shipments are preferred. The owning library pays for shipment. If the library chooses to use its own carrier, inside delivery must be specified.

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