

The University of Edinburgh

**Library Committee**

8<sup>th</sup> February 2006

**Agendum 11: Service delivery from EUL Research Annexe off-site store**

Brief description of the paper

A Research Annexe (RA), for Edinburgh University Library will be required for the Main Library Redevelopment Project to decant collections, initially, from the 5<sup>th</sup> and 6<sup>th</sup> Floors and from the Lower Ground Main Library Stores.

Action requested

Draft for discussion

Resource implications

Yes. This is being met through the MLRP

Risk Assessment

Yes. To the MLRP in not developing a Research Annexe with suitable delivery mechanisms.

Equality and Diversity

No

Freedom of Information

Can this paper be included in open business? Yes

Originator of the paper

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Director of Library Services  
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## **Service delivery from Edinburgh University Library Research Annexe Offsite Store**

A Research Annexe (RA), for Edinburgh University Library will be required for the Main Library Redevelopment Project to decant collections, initially, from the 5<sup>th</sup> and 6<sup>th</sup> Floors and from the Lower Ground Main Library Stores. A Research Annexe is also required in order to address the continued growth of the collections and to implement the Collections Policy (2006) [<http://www.lib.ed.ac.uk/about/policy/>].

In the short and medium term, the size and content of collections in the onsite Main Library stores and the Research Annexe will determine the level of service delivery required. This paper is a first attempt to present the developing situation with regard to the MLRP. Library Committee is invited to comment on these embryonic proposals.

### **Collections in the Research Annexe (RA)**

Some of the collections in the offsite store will be Special Collections and Lothian Health Services Archives (LHSA) and some will be general collections, such as runs of less heavily used journals, currently held in the Main Library internal store. Over time, the expectation is that more print runs of journals, which have trusted electronic equivalents, will also be held in the RA. As the MLRP progresses, there will be the need for material on other Main Library floors to be temporarily out-housed while refurbishment work takes place, but every effort will be made to ensure that this is lesser used material. As the Library Collections Policy is implemented there will be an ongoing programme of active collection management involving the RA. Users may request that items are returned to the Main Library open collection, or to the Special Collections/LHSA collections if there is a reason to do so, for example, material whose status has changed and is now required for specific teaching or research projects. We would expect that undergraduates in the early years would have little requirement to use items in the RA, and if they do, this use will be carefully monitored to establish whether the item should be returned to the Main Library open collection.

### **Listings in the catalogue**

Ideally all stock in store will be listed in the Library's catalogue and users can request material online. An online form, which will require minimal input, particularly when the user is using the Catalogue and is logged in via EASE, will be the main ordering route. In essence this will be similar to the one used for Main Library stores material <http://www.lib.ed.ac.uk/faqs/storeaccess.shtml>. Some stock, e.g. parts of Special Collections and Archives, may not be catalogued and users can complete a web-based request form or contact Special Collections staff based in the Main Library about access.

### **Access to Research Annexe Collections**

A consultation room will be available at the RA so that researchers can make a personal visit to the store, by appointment. The collections will be closed access, but all materials can be brought to the consultation room for research. In the case of Special Collections/LHSA material researchers will be supervised at all times and materials requested will continue to be subject to any legal/confidentiality restrictions which may be in force. The RA will be accessible by public transport and there will be parking facilities for private cars.

### **Delivery of material to the Main Library and site libraries**

Material in the RA can be requested by individuals using the online request form. These online requests will be transmitted either directly to the RA to a central e-mail account or to the Special Collections email account as appropriate. Material from the general collections will be identified and collected by RA staff. If a journal title exists and is accessible to the user electronically, this will be

the expected method of use. Where the print publication is required, there will be a daily weekday van service from the RA to specific libraries (Main, K.B. Sites). Material from the Special Collections LHSA collections will be identified by Special Collections/LHSA staff who will make appropriate arrangements either for consultation on site in the RA or its secure and safe transit to the Main Library supervised reading room as occasion demands. We are currently considering the costs involved in various electronic delivery options of copyright-cleared material, sent directly to the user's computer. In addition, we are also looking at new equipment that allows the transmission of microfilm material direct to a desktop.

### **Facilities in the Research Annexe**

**For users:** Designated consultation space/room, consultation desks, consultation tables, wireless network, copying facilities (including an archival copier), public telephone, scanner, printer, computer with full access to library resources

**For library staff:** Designated work space/office, workstations, wireless network, access to full library desktop including Voyager cataloguing and acquisitions modules, copying facilities, scanner for electronic delivery, printer, telephone, trolleys, steps.

John Scally  
2 February 2006