STORAGE OF MATERIALS

Individual items are sorted by size and stored in open-top acid-free cardboard trays. Acid-free trays, climate-controlled storage and low sodium lighting all contribute to an optimal environment for preventing the deterioration of stored materials. Adjustable shelving is used throughout the facility so that each shelf can be set to the height required by the stored material. This allows the shelves to be as compact as possible, and eliminates the wasted space associated with typical library book shelves.

FACILITY DESIGN

The facility consists of two separate 9,000 foot storage modules, each capable of housing up to 1.3 million volumes. Each module has four aisles of 32-foot high racks that contain approximately 9,000 shelves. These shelves are 53 inches wide and 36 inches deep. Each aisle is 175 feet long. A battery operated hydraulic lift equipped with a work station is used by an operator to shelf and retrieve the materials. As the books are not shelved in call number order, each volume is assigned a Depository bar code number which precisely identifies the storage area—aisle number, shelf number, book tray, and number within the tray. The Depository bar code is entered into the book’s bibliographic record so that items continue to appear on OSCAR, the libraries’ on-line catalog system, with a location displaying “CSU Book Depository.”

REQUESTING CIRCULATING MATERIALS

Students and Faculty of the Ohio State University and OhioLINK institutions may submit requests for available circulating materials at any circulation desk on campus or directly on-line through OSCAR. Depository staff will pull materials from the collection and send the item(s) to the pick up location designated by the individual. The quickest way to receive an item is to designate Main Library Circulation Desk as the pick up location. In most cases, the material arrives at the Circulation Desk on the same day that it was requested. Evening requests placed after 6:45PM are processed for delivery by 10:00AM of the following morning. Holiday requests are processed the morning of the first workday after the holiday. Ohio State library patrons may also request that material be sent via-campus mail to a campus office or designate pick-up at another library. In these cases, delivery time will depend on the campus courier service.

REQUESTING SPECIAL COLLECTIONS MATERIAL

Materials with location codes on OSCAR of CGA Remote Depository (Cartoon Art Library), RAR Remote Depository (Rare Books & Manuscripts), TRI Remote Depository (Theatre Research Institute), and CHA Remote Depository (Rare Books and Manuscripts—Charvat Collection) are special collections materials and patrons must submit a request for these materials by directly contacting the appropriate special collections library. A staff member from the special collections

library will contact Depository staff, and the item will be delivered by Depository courier to the special collections area. This material must be used on site during the hours that the special collections library is staffed.

REQUESTING NON-CIRCULATING MATERIALS

Materials with a location code on OSCAR that indicate they are non-circulating (such as non-circulating theses and dissertations) can be requested by patrons at any circulation desk. The library staff person at the circulation desk will contact the Depository and request that the item(s) be delivered and held at the Main Library Circulation Desk.

ON SITE USE OF MATERIALS

In cases where indexing is not available for specific materials, materials are known to be in fragile condition, or where the user must consult a large number of volumes at once, on site use of materials can be arranged in advance by calling (614) 688-4105. Those scheduling appointments to use materials on site will be required to leave either their University identification card or a valid driver’s license with a staff member. Photocopying is available at $.15/page, payable by check only to OSU Libraries. For factual verification for items such as page numbers or illustrations, call the Depository directly rather than scheduling a time to use materials on site. The Depository staff will check the item(s) and either call or fax the information to you.
DELIVERY POLICY

During the quarter, Depository staff will make three deliveries a day to the Main Library, located at 1858 Neil Avenue Mall. The first two deliveries include stops at the Circulation Desk, Library Mail Room, OhioLINK/OSU Regional Campus Library drop-off point, and the Interlibrary Loan Department.

The last delivery of the day on weekdays as well as all weekend include only delivery to the Main Library Circulation Desk as the mail room and other offices close at 5:00PM weekdays and are closed on weekends. No deliveries are made on university holidays.

DELIVERY SCHEDULE

During the regular quarter deliveries are made Monday-Friday at 10:00AM, 3:00PM, and 7:00PM. On Saturdays deliveries are 11:00AM, 2:00PM, and 4:00PM. Sunday deliveries are 2:00PM, 5:00PM, and 7:00PM.

During quarter breaks deliveries are Monday-Fridays only, 10:00AM, 1:00PM, and 4:00PM.

Ohio State University
Library Book Depository
Phone (614) 688-4105
Fax (614) 688-4150

The Ohio State University
Library Book Depository is an off-site storage facility designed to house low-demand research materials so that valuable space in the campus libraries might be freed for more frequently accessed materials. The structure provides high-density, environmentally controlled storage for books, microform media, archival materials and artifacts. It is one of several dozen such facilities across the country based on a design originally used at Harvard University.
Proposed library would be ‘centerpiece’

By Tracie Fream
Lantern staff writer

Ohio State’s library system may get $100 million from the state if the OSU Library Council’s proposal is approved.

The proposal was introduced at a Wednesday meeting in the Main Library.

Last October, President Edward H. Jennings called for such a proposal from the Library Council in an address to the University Senate. He stated that the Main Library, the facility which should be the library system’s centerpiece, is “inadequate to meet the increasing needs of our academic community.”

The OSU Library Council is an advisory board consisting of library staff members, faculty and student appointees.

In the proposal, the council would either gather many of OSU’s smaller libraries into a larger Main Library, or build a new one altogether.

The Provost’s Office and Campus Planning produced the proposal. It is divided into two sections: Phase I, already approved by the university, and Phase II, which consists of two possible plans: Plan A and Plan B.

Phase I involves the construction of the new library in the Brown Hall parking lot, consolidating the Engineering, Physics, Chemistry, Materials and Mathematics libraries. It also calls for a facility in the Wexner Center for the Visual Arts to house the Fine Arts, Communications and Graphic Arts libraries.

David Marsh estimated completion for Phase I to be five to six years from now if funding comes through.

Phase II, which involves the Main Library, is the part of the proposal now being submitted to students and faculty for review. Joan Leitzel, associate provost and liaison to the Library Council, emphasized that student and faculty feedback is both necessary and useful.

In both Plan A and B, the Main Library would be expanded and many smaller collections moved into it. However, Plan A calls for an entirely new and larger building to be built behind the Main Library while Plan B would expand and renovate the Main Library.

The new library proposed in Plan A would house the Humanities, Social Sciences, Music and Journalism libraries, Library Administration, and Library Central Services.

The Business, Home Economics, Education, Social Work and the Undergraduate libraries would move to the current main building.

Plan B is less drastic and less expensive ($90 million compared to $100 million) than Plan A. The Humanities, Undergraduate, Home Economics, Social Sciences libraries, and Library Administration would move into the expanded and renovated Main Library.

The Journalism Library would remain in the Journalism Building, the Business Library would move to Sullivant Hall; and the Education, Social Work and Music libraries would get a new facility on the Lord-Hall site under Plan B.

One of the criticisms of consolidation is that the smaller libraries would be moved out of the sphere of their primary users; for example, business students would have to cross the Oval to get to their reference materials.

Advantages of consolidation would include improved efficiency and services, less confusion and increased non-library space in prime central campus locations.

Many buildings which now house libraries were not designed to do so and are not exactly ideal facilities; an entirely new Main Library would allow the luxury of designing superior collection space, Leitzel said.

The state will provide the $100 million over many years if the Library Council’s proposal, in either form, is approved. The planners estimate it will take at least 10 years for Phase II improvements of to be made.

The Library Council’s proposal will be presented to the University Senate Steering Committee Feb. 3. Leitzel hopes to hold open hearings on the matter starting the second week in February.
Campus ‘warehouses’ favored over libraries

By Ruth Hanley
Dispatch OSU Reporter

The Ohio Board of Regents no longer will support widespread construction of conventional libraries at the state’s public universities but will back regional “book warehouses” shared by several campuses.

At a meeting yesterday, the regents also recommended a statewide electronic catalog system so users at any of the campuses would have access to the more than 15 million volumes in the universities’ combined collections.

A committee of 17 educators and business representatives studied campus libraries in Ohio and three other states for nine months before coming up with the recommendations adopted by the regents. The report will be forwarded to the Ohio General Assembly.

The cost of the proposal has not been determined, Chancellor William Coulter said, but he estimated the state could save $50 million to $100 million in the next 15 years.

Two years ago, the colleges and universities asked for more than $121 million to build or expand libraries over a six-year period. That translated into 109 miles of new shelves, or a 30 percent increase in space, said Elaine Hirston, vice chancellor and chairman of the study committee.

The legislature did not fund those requests but asked the regents to form the library study committee to come up with cost-effective alternatives.

Most of the campus libraries were built or expanded 20 to 30 years ago, and “basically, they filled up,” said Duane Rogers, a vice chancellor. Ohio State University, for example, stored more than 100,000 volumes outside its libraries in 1986.

The regents said OSU should get the first book warehouse as soon as possible. It would contain volumes infrequently used by OSU library patrons, Hirston said.

In the warehouse, the volumes would be stored by size rather than subject or call number. Hirston estimated a book warehouse would cost one-fourth as much as a traditional library.

The report says three additional warehouses might be needed in the next decade.

A request for money to develop the statewide electronic catalog system probably will be included in the regents’ capital budget, now under development, Rogers said.
Library eases overcrowding

Boxes of books wait in storage for new facility

By LISA BUCHANAN
Lantern staff writer

Until an estimated $45 million library can be constructed, a temporary solution to the OSU libraries' emergency space problem has been found, said OSU Libraries Director William J. Studer.

Book warehouses or book depositories, costing about $3.1 million each and modeled after those at Harvard University, are part of the solution to OSU's space problem, according to a report by the Ohio Board of Regents Library Study Committee.

The study was instituted to explore solutions to the library space problem throughout the state of Ohio.

At Ohio State University alone, the libraries are 98 percent full, Studer said. There is no longer any room for new books and "a solution to an emergency" must be found, he said.

The relatively inexpensive book depositories use high density storage space for their materials. In such a building, between 1.7 and 2.2 million volumes can be stored, said Elaine H. Hairston, vice chancellor for academic and special problems for the Ohio Board of Regents.

The books would be stored in a space-saving fashion, Studer said. Instead of shelving the material by subject, books are shelved by size. Additionally, books are placed in boxes that are stacked two-deep in a three-story warehouse.

However, the proposed OSU's $3.1 million warehouse would not replace the need for a complete renovation of the Main Library and construction of an entirely new building, said Joan R. Leitzel, former associate provost and liaison to the Library Council at Ohio State.

Instead, Leitzel said, it would allow the university to stop renting a much smaller warehouse on Goodale Road and build its own storage facility. She said they had been planning for a book warehouse for years, but long-range proposals still include another main library.

Although a new main library is still very much in need even after the depository is built, no one knows when or if the $45 million in funding will come through for the library. The book depositories would lessen the crowding, but they are only part of a long-term solution, Studer said.

The book warehouses would store only infrequently requested library materials, and, for the most part, brittle books that are falling apart on the shelves, Studer said. Presently, there are 800,000 of these books in the stacks of the library, he said.

Studer, also a member of the Ohio Regents Committee, said that although 25 percent of the library's books will be in storage, they would still be easily accessible to students.

After a book is requested at the Main Library, it would probably arrive there in a few hours. Studer said the book depository would most likely be located on West Campus. However, there is no on-site pick-up allowed for library patrons.

The Ohio Board of Regent's proposal is expected to go to the Ohio Legislature in the spring or summer of 1988, and if funding is allocated, construction of the OSU book depository would be completed by January of 1990, Studer said.

The recommendation has a good chance of being accepted by the general assembly, said Kate M. Carey, communications administrator to the Ohio Board of Regents.

The depository will also include the housing of the OSU archives, now stored in the ROTC building, Studer said.
U. Libraries to make list for depository

By Melinda Sadar

Campus bibliophiles will have to become, of necessity, more discriminating in their holdings.

University Libraries has run out of shelf space, according to William Studer, director of University Libraries. "We have more than 25 library locations throughout the campus, and virtually all of them are at or beyond capacity."

To alleviate the space crunch, the University will begin construction next year of a Library Depository to house infrequently used books, journals, archival material, and other library materials. The depository will be located in the west campus area.

Faculty are urged to begin selecting materials to be relocated to the new facility, which is expected to open in the latter part of the 1989-90 academic year.

A memorandum to all faculty members from Studer and Henry Leland, professor of psychology and chairperson of the Library Council, suggests several guidelines for identifying material for transfer to the depository.

"It must be emphasized that any stored materials will be easily retrieved if the need arises," says Studer. Requested titles will be retrieved at least twice a day.

Studer and Leland state in the memo that "we want to underscore that integral to the University's commitment to provide space to house the research collections (which grow by more than 100,000 volumes each year) is the Libraries' commitment to work closely with the faculty to meet the different needs of disciplines for access to library materials."

For further information, contact Studer at 292-4241.
New building to store old books

By Diana Flounders
Lantern staff writer

Construction of a book depository for OSU libraries will begin this fall to make room for the storage of more than a half a million old and lesser used volumes.

William Studer, director of the OSU libraries, said the $3.3 million depository will be located at the corner of Lane Avenue and Kenny Road. Funds for the project were appropriated by the state.

“At this time the OSU libraries have about four and a half million book volumes and three million units of microfilm,” he said. “This will provide space for the 100,000 volumes purchased yearly by the university.”

Studer said the date of completion should be summer or autumn of 1992.

The new depository will use tight climate control to prevent the embrittlement of the older books, Studer said.

Books will be shelved according to size instead of call number for denser storage.

“By shelving by size rather than call number, we will be able to fit up to 200 volumes per square foot, compared to the 10 to 12 volumes per square foot shelved in the campus libraries,” Studer said.

The circulation department estimates up to a half a million volumes, about 20 percent of OSU’s total number of volumes, will be stored in the new book depository.

Donna DeGeorge, depository manager, said the book depository is being modeled after the depository at Harvard.

“This will be the first book depository to be constructed for any college in Ohio,” she said. “Two others are to be constructed in the state, but unlike OSU they will be shared by several colleges.”

Studer said the other book depositories will be located on the campuses of Miami University at Middletown and the Northeast Ohio University College of Medicine.

“Middletown will include the University of Miami, Ohio University and Wright State University,” he said. “NEOUCM will include the University of Akron, Kent State, Cleveland State and Case Western Reserve.”

Studer said because of the enormous number of volumes owned by Ohio State, it is entitled to its own exclusive book depository.

DeGeorge said the book depository will be available for the use of all students, faculty and staff and will employ two full-time staff members during the week and two part-time staff members on weekends.

“The circulation department will locate the volumes you may need by the library computer system, under STX for storage, and provide delivery to the main library on a scheduled basis four times daily,” she said.
Please join us for an
Open House
at the new
Ohio State University Archives
and Library Book Depository

Tuesday, December 12, 1:00 - 5:00 p.m.
2700 Kenny Road
within the University Services Center, bear left

Decal and visitor parking is available at the Archives and University
Stores. Tours will be given every half hour. Questions? Call the
Friends' office at 292-3387.

1995
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2700 Kenny Road

The library van will shuttle guests from the Main Library loading dock area. Carpooling is encouraged. Decal and visitor parking is available at the Depository and University Stores. Tours will be given every half hour. Refreshments will be served. Questions? Call the Friends' office at 2-3387.
Delivery Policy
During each quarter, Depository staff make three daily deliveries to the Ackerman Library, 650 Ackerman Rd.; the Sullivant Library, 1813 N. High St.; and the Science & Engineering Library, 175 W. 18th Ave.

The first two deliveries include stops at the Circulation Desk, Library Mail Room, OhioLINK/OSU Regional Campus Library drop-off point, and the Interlibrary Services Department.

The last delivery of the day, on weekdays as well as all weekend deliveries, only includes deliveries to the Circulation Desks, since the mail room and offices close at 5 p.m. weekdays and are closed all day on weekends.

No deliveries are made on University holidays.

Daily Delivery Schedule During the Quarter
Monday through Friday
• Ackerman Library: 10 a.m., 3 p.m., 6:30 p.m.
• Sullivant Library: 10:30 a.m., 3:30 p.m., 7 p.m.
• Science & Engineering Library: 11 a.m., 4 p.m., 7:30 p.m.

Saturday
• Ackerman Library: 11 a.m., 2 p.m., 4 p.m.
• Sullivant Library: 11:30 a.m., 2:30 p.m., 4:30 p.m.
• Science & Engineering Library: 12 p.m., 3 p.m., 5 p.m.

Sunday
• Ackerman Library: 2 p.m., 5 p.m., 6:30 p.m.
• Sullivant Library, 2:30 p.m., 5:30 p.m., 7 p.m.
• Science & Engineering Library, 3 p.m., 6 p.m., 7:30 p.m.

Daily Delivery Schedule During the Break
Monday through Friday
• Ackerman Library: 10 a.m., 1 p.m., 3:30 p.m.
• Sullivant Library: 10:30 a.m., 1:30 p.m., 4 p.m.
• Science & Engineering Library: 11 a.m., 2 p.m., 4:30 p.m.

OSU Book Depository
2700 Kenny Rd.
Columbus, OH 43210
614-688-4105
Fax: 614-688-4150

Providing off-campus storage of research materials for use by faculty, researchers and students.
The OSU Libraries Book Depository is a storage facility designed to house low-demand research materials so more frequently used materials can be kept in on-campus libraries. Circulating materials in the Depository can be requested by university students and faculty, and delivered to a convenient pick-up location designated by the customer.

Requesting Circulating Materials

Students and faculty of the Ohio State University and OhioLINK institutions can submit requests for circulating materials stored at the Depository at any OSU Libraries circulation desk on campus, or directly on-line through the Libraries' catalog at library.osu.edu. Depository staff will pull the requested materials and send the item(s) to the pick-up location designated by the individual.

The quickest way to receive an item is to designate the circulation desk at the Ackerman (through summer 2009), Thompson (beginning fall 2009), Sullivant (through summer 2009) or Science & Engineering Library as the pick-up location. In most cases, the material arrives at these locations the same day it was requested. Any requests placed after 6 p.m. are processed for delivery the following morning. Holiday requests are processed the morning of the first workday after the holiday.

OSU Libraries patrons can request Depository materials be sent via campus mail to a campus office or dormitory, or designate another library be assigned as the pick-up location. In these cases, delivery time will depend on the schedule of the campus courier service.

Requesting Special Collections Materials

Materials with location codes in the Libraries' catalog of "CGA Remote Depository" (Cartoon Library and Museum), "RAR Remote Depository" (Rare Books & Manuscripts), "TRI Remote Depository" (Theatre Research Institute), "CHA Remote Depository" (Rare Books & Manuscripts - Charvat Collection), "HIL Remote Depository" (Hilander Library) and "MAP Remote Depository" (Map Library) are special collections materials. Patrons need to submit a request for these materials by directly contacting the appropriate special collections library. A special collections library staff member will contact the Depository staff, and the item will be delivered by Depository courier to the special collections area.

These materials must be used on site during the hours that the special collections library is staffed. A list of library locations, including hours, is available at the Libraries' web site, library.osu.edu.

Requesting Non-circulating Materials from the Depository

Materials with a location code in the Libraries' catalog indicating they are non-circulating items, such as non-circulating theses and dissertations, can be requested at any Libraries' circulation desk. The library staff person will contact the Depository and request the item(s). You can have the materials delivered and held at the circulation desk at the Ackerman (through summer 2009), Thompson (beginning fall 2009), Sullivant or Science & Engineering Library for pick up.

On Site Use of Materials at the Depository

If materials are known to be in fragile condition, if indexing for specific materials is not available, or if you need to consult a large number of volumes at once, on-site use of materials at the Depository can be arranged in advance by calling (614) 688-4105.

For simple factual verification of certain information, such as page numbers or illustrations, you can call the Depository directly rather than scheduling a time to use the materials on site. Depository staff will check the item(s) and either call, or fax the information to you.

A copy machine is available at a minimal cost. Archives staff at the Depository will do the copying. Checks, cash or a university 100-W form are all accepted forms of payment. Parking is available at the Depository, including spaces for vehicles with university parking permits as well as spaces with parking meters.