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# A Space Assessment of the Physical Collections at the College of the University Libraries and Learning Sciences

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A Space Assessment of the Physical Collections at the  
College of the University Libraries & Learning Sciences<sup>1</sup>

Prepared for Richard Clement, Dean,  
College of the University Libraries & Learning Sciences

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Initiatives

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July 25, 2014

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- Zimmerman Library Master Plan, 2013<sup>2</sup>
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- UNMGL Annex Planning Group Committee Report Appendices, 1996

## EXECUTIVE SUMMARY

### A SPACE MANAGEMENT ASSESSMENT OF THE PHYSICAL COLLECTIONS AT THE CUL&LS

The purpose of this report is to provide space information about the physical collections held by the College of the University Libraries & Learning Sciences (the College). Physical collections are held at all 4 branch libraries on the UNM main campus: Centennial Science and Engineering Library (CSEL), Fine Arts and Design Library (FADL), William Jackson Parish Memorial Business and Economics Library (PML), and Zimmerman Library (ZIMM). At the request of Interim Dean Mike Kelly, this report was prepared for incoming Dean, Rick Clement, to provide an overview of collections and the spaces they inhabit within the College. Space for collections and people in the College has been at a premium for many, many years. In fact, according to historical annual reports and space studies, the branch libraries evolved in order to provide more space for both people and collections in Zimmerman Library. However, each addition yielded less space than the College had anticipated.

#### METHODOLOGY

Data for this report were gathered by the authors who manually counted all physical collections in each branch to obtain total linear feet and linear feet available for growth. Shelve-widths in each space were measured; cases for maps, drawings, posters, and oversized flat collections were measured for square footage; and microfiche and micro-cards stored in cabinets were measured in drawer-inches. Historical information was gleaned from documents including annual reports, space assessments, consultant reports, and political and legislative activity related to off-site storage plans for the College. Facilities space data were obtained from the University of New Mexico Space Management Database (FAMIS). Information about specific collections was obtained from Outreach/Subject Selectors.

#### FINDINGS

1. The College is out of space for circulating physical collections. There are 309,832 linear feet of shelving throughout the 4 facilities. Only 16% of that space is empty and the majority of the empty shelves are in CSWR collections in Zimmerman Library Basements 2, 3, and the Towers. The most critical areas are Zimmerman Library 2<sup>nd</sup> and 3<sup>rd</sup> floors, which are in violation of fire code which dictates that collections cannot be within 18 inches of sprinkler heads. A total of 943 shelves must be removed from these two floors in order to bring Zimmerman Library into compliance with NM state fire code laws. Zimmerman Library is the only facility that has this problem and wide-scale weeding will not fix this problem.
2. Another critical area is storage—in general and for collections. The College has collections, materials, and storage items (shelving, etc.) in 15,590 square of space in the Elk's Annex (University Services - Building 0267). The building leaks, has been vandalized, and is a dangerous health hazard. The College has no other storage space outside of the 4 library building facilities it manages.
3. Library faculty and staff are leaving the institution quicker than they can be replaced. Outreach/ subject specialists are needed to make important decisions about the care and future of all collections, particularly physical collections (deselecting, shifting, cataloging, etc.).

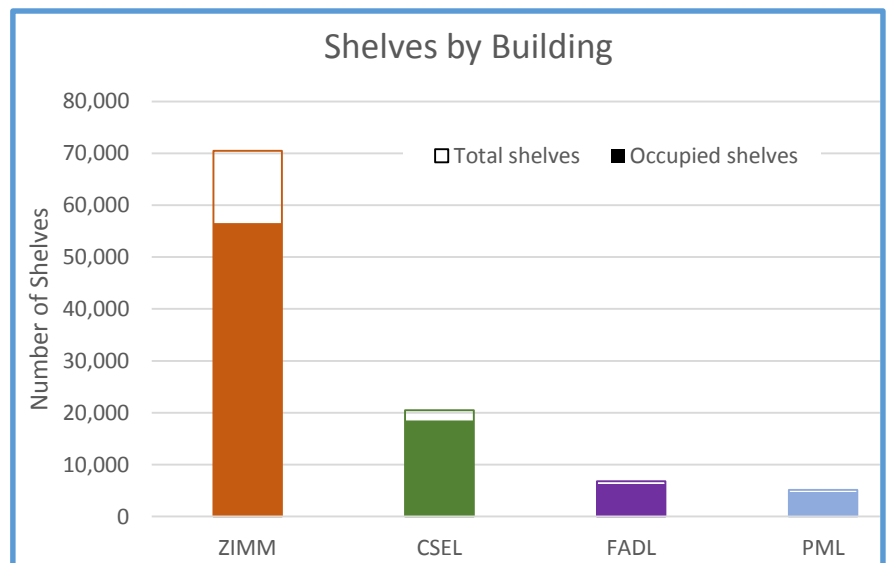


Figure 1

4. Physical facilities need attention, particularly CSEL, and PML, where there are persistent leaks, but within 5 years, PML may be left behind when the Anderson School of Management moves into a planned new \$48 million building several blocks away.

## RECOMMENDATIONS

### Short Term:

- A cohesive solution for long-term physical collection storage is critical to the future availability of and access to the printed book at UNM.
  - A plan for long term permanent collection space should be developed and funded.
    - All collections should be moved out of the Elk's Facility soon or we risk losing them.
  - Compact shelving feasibility should be considered in all 4 facilities: ZIMM remaining Basement 1, southeast; CSEL Lower Level 2; PML Lower Level; FADL 4<sup>th</sup> floor.
  - A plan for fire code compliance in Zimmerman Library's 2<sup>nd</sup> and 3<sup>rd</sup> floors must be addressed.
  - Growth space for text-based disciplines is an issue to be planned and addressed.
  - Recruit and hire additional subject-specialists to make critical decisions about collections in ZIMM, and CSEL.
- Anderson School of Management capital project and the future of the PML must be addressed within the next 3 to 5 years.
- Implement steps to improve communication between Outreach, Access Services, and DACS for cohesive collection maintenance practices across the College. This could also clarify and resolve the Master Call Number Default issue.
- Review stack guides and signage to provide consistent access to all collections. All facilities should have stack guides that are up to date and visible so patrons can find resources easily.
- Review directional signage in all facilities for consistency and CUL&LS branding. This is particularly critical during major shifts and collection maintenance.

### Mid Term:

- A plan to consolidate microform formats at Zimmerman Library should be developed.
- Master Plan for PML and CSEL Facilities
- A timeline and budget to address growth space for the Meem Archives should be developed.
- A timeline, location, and budget consolidating government information in one location should be developed.
- Discoverability of some of our more important collections is needed, particularly government information, the Gigante collection in FADL, and Latin American collections cataloged in Dewey.

### Long Term

- Build an auxiliary archival book storage facility, off-site or on-site (book bot), that is suitable for collection materials, readily accessible, and responsive, and facilitates the delivery of materials to faculty and students within hours or minutes.
  - Revisit collaborative off-site storage
  - Explore on campus permanent storage

# A SPACE MANAGEMENT ASSESSMENT OF THE PHYSICAL COLLECTIONS AT THE CUL&LS

## Introduction

The purpose of this report is to provide space information about the existing shelving and storage for physical collections held by the College of the University Libraries & Learning Sciences (the College). The authors are aware that there is a perception of available space in the College's facilities, however, any discussion of repurposing group study space or student seating space for collections needs to be carefully considered.

The College houses and manages collections in four library facilities—Centennial Science and Engineering Library (CSEL), the Fine Arts and Design Library (FADL), William Jackson Parish Memorial Business and Economics Library (PML), and Zimmerman Library (ZIMM). The Center for Southwest Research (CSWR) Special Collections and Archives is housed in Zimmerman Library. Additionally, there are some collections currently stored at the University Services Building, commonly known as the Elk's Annex.

## The Environment

Checkout statistics for physical collections are steady, hovering around 200,000 items (books, media, government information, maps and micro-formats) each year. During the 2011 calendar year, nearly 1.5 million people visited one of the College's 4 facilities. Since then, visiting numbers have only increased. From 2011 to 2012, gate counts increased nearly 6% to 1,541,310 visitors, and in 2013, gate counts were up nearly 4% at 1,602,085. With continued student requests to increase library hours, we can expect this number to increase.

The College manages 310,283 square feet of facilities in 4 library branches, including storage at University Services-Storage, building 0267, commonly known as the Elk's Annex, and 200 square feet at Hokona Hall (building 0058), where Center for Regional Studies (CRS) archives are stored. This total does not include space that is not assignable: public corridors and restrooms, information technology (IT) and custodial closets, elevators, stairways, mechanical and maintenance closets. Zimmerman Library (Building 0053) is the only free standing library facility on main campus. The Centennial Science and Engineering Library is located on lower levels 1 and 2 in building 0046, the Electrical and Computer Engineering building; Parish Memorial Library is located on the first floor, second floor, and basement levels of the Robert O. Anderson Graduate School of Management facility, building 0076; and the Fine Arts and Design Library is located on the 4<sup>th</sup> floor and basement (storage) of building 0195, the George Pearl Hall School of Architecture and Planning.

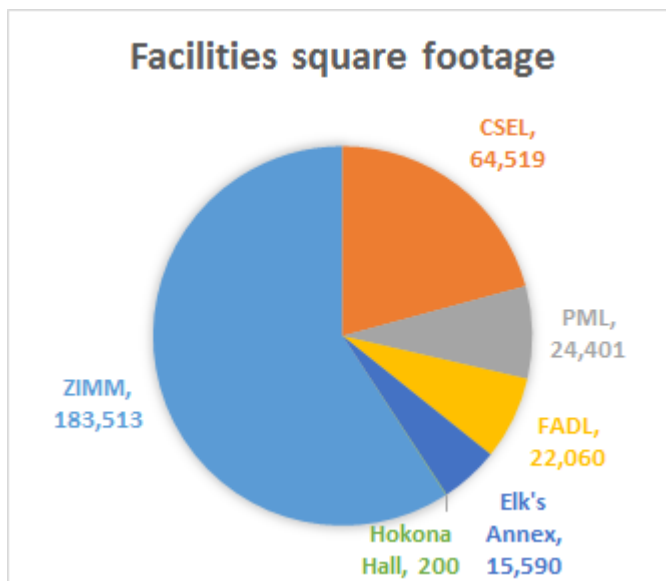


Figure 2

## History

The lack of space for collections in particular has been documented over the years in various memos, minutes to meetings, and reports. Several key documents provide insight into recommended solutions for short- and long-term solutions.

In 1996, the UNMGL Annex Planning Group addressed the question, “How soon will the general library be out of space? What should we do about it?” The survey of conditions in this document reported that given the continued addition of 50K volumes per year to the General Library:

- Installing compact shelving in three basement levels would gain an additional 2 years in Zimmerman Library;
- Zimmerman Library will be out of space in 3 years.
- CSEL will be out of space in 9.5 years. Compact shelving could be installed in Lower Level 2.
- FADL was already out of space. There was no space for additional shelving and 10K volumes were stored off-site in the Zimmerman Annex.
- PML will be out of space in 4 years. Shelving was estimated at 76% capacity, and compact shelving could be installed in the basement. Adding more conventional shelving would gain 2 more years.
- Zimmerman Annex will be taken over by the Physical Plant in 3 to 5 years. “The building is in poor condition. Ventilation and heating/cooling are inadequate. A significant portion of the space is unusable either for collections or staff. Alternative storage must be found before the library has to vacate.”<sup>4</sup>

This report believed the installation of compact shelving in Zimmerman Library basement levels would gain an additional 7 years of shelving growth space. All three steps recommended were completed by 2007 and although additional shelving space was gained in those areas, it did not impact ZIMM floors 2 and 3.

Two years later in a 1998 memo to Dean Robert L. Migneault, Louis A. Hieb, Facilities Planning Librarian acknowledged that the previous belief that the installation of compact shelving in ZIMM and CSEL would “bridge the UNMGL to a new facility ten years from now,” was not true. “The numbers don’t work.” “The immediate realities—not simply informed projections—require us to press for this approach by 2000.”<sup>5</sup> Hieb believed compact shelving would be a temporary solution and “would not provide shelving where it is most needed from a strategic perspective,” and he was right. As a solution, Hieb proposed an off-campus shelving facility (OCSF) with the capacity for 120,000 linear feet of shelving. This climate-controlled modular facility would house “seldom used” materials from ZIMM, FADL, PML, and CSEL, and materials from in commercial storage, and the Zimmerman Annex, which was anticipated to be closed by 2000. It was assumed this facility would represent 10 years of growth, however, 4,245 linear feet in temporary off-site storage was categorized as ‘shelving debt’, effectively decreasing the 10 year growth the proposed facility would provide. This facility, to be located in Albuquerque, was named the New Mexico High-Efficiency Library Storage Facility, and was proposed to “promote the effective use of space for the academic/research libraries of The State of New Mexico.”

In February 1999, Dean Robert Migneault responded to a memo including 12 questions on the space needs of the UNM General Library. The questions were developed to guide the investigation led by two deans<sup>6</sup> who held a series of meetings in January and February 1999. Key findings from the investigation include:

- There is no singular solution to either short- or long-terms space needs of the library.
- The acquisition of an off-site storage facility is necessary but will not, by itself, solve the long-term space needs of the library.
- Compact shelving in appropriate library spaces will provide some assistance, both short- and long-term.

In posing recommendations, the report assumed that “a major structural addition to Zimmerman Library is not likely in the near future.” The authors of the report believed the recommendations, “a collection of measures,” would “provide sufficient space, at least for ten years, to store library materials.”

1. The university will acquire a modular, expandable off-site storage facility of library standards which provides user-friendly access to its holdings and which will be operable no later than January, 2002.
2. The library will create a plan, in consultation with the university’s academic units, for systematically relocating library materials to the off-site facility.

3. The library will create and implement a three-year plan for the selective installation of compact shelving. This plan will identify appropriate areas within the General Library for compact shelving, a schedule for meeting these needs, the cost involved and the space saved.
4. The library will create and implement a three-year plan for the reduction of library staff so that the total FTE in UNM's library is more in line with the FTE in peer institution libraries—especially those with ARL rankings similar to UNM's ranking. This plan will identify the process by which the reduction will occur, the space and funds saved as well as how the funds will be reallocated within the library to support future acquisitions.
5. Psychology holdings will be moved from Zimmerman Library to the Centennial Science and Engineering Library, at least for the short term.
6. The Center for Academic Program Support (CAPS) provides important services to undergraduate students and should continue to be aligned with the General Library. This program, however, needs to expand from 6,000 sq. ft. to approximately 7,000 sq. ft. and will, therefore, be relocated to an existing building near Zimmerman Library by the beginning of the 200-2001 academic year. This move will provide space in Zimmerman Library for other library programs and services. A plan for relocating CAOS will be approved no later than August, 1999.

Recommendations from these meetings were to be presented by March 15, 1999 to three groups: Council of Deans; the Planning Council; and the Executive Cabinet. In his response to the question, "How serious are the short-term space needs of the library?," Dean Migneault focuses on the 'short-term' needs defined as the next 3 years, and reiterates the General Library will run out of space within 2 to 3 years; and that an off-site facility with compact shelving would provide 10-15 years of growth space. He also confirms that "CAPS has relatively little impact on library space, especially collections space. If CAPS were to move out of Zimmerman Library, UNMGL would still be facing a space crisis in two to three years from now." At that time, Migneault offered an alternative to the OCSF, Zimmerman Four, a 300,000 SF structure with an estimated cost of \$30 million, to be built just north of Zimmerman Library, however, it was not addressed in any detail in his response.

In March 1999, a proposal for the New Mexico Higher Education Knowledge Archive was submitted to then state senator, Manny Aragon by the Faculty Senate Operations Committee and the Faculty Senate Library Committee. HEKA was proposed as a library storage facility for 4 year university in the State of New Mexico. The proposal was supported by the UNM Council of Deans, the NM Commission of Higher Education, the UNM Faculty Senate Operations Committee, and their Library Advisory Sub-committee, the NM College and Academic Library Directors, and The Center for Southwestern Research. At the time of submittal, the proposal was before the UNM Administration for decision and action, however, no positive support had been expressed at that time.<sup>7</sup>

The 1998-1999 General Library Annual Report notes a capital project request of \$7.5 million for a library off-site compact storage facility was transmitted to the New Mexico Commission on Higher Education by the University and the Library. At that time, it was estimated the collections were increasing by approximately 1.5 miles each year, and at that rate, "shelving facilities will exceed designed capacities in 2-3 years."<sup>8</sup> A short-term solution of relocating the "BF" Library of Congress (LC) classification from ZIMM to CSEL, because it had empty shelves, was implemented and provided some space in ZIMM.

A November 2002 memo to incoming dean Camila Alire from the College Development Office outlined the progress for realizing an off-site storage facility. This communication cited support for a statewide facility, for 2 and 4 year statewide institutions, located in Albuquerque, from F. Chris Garcia, former UNM Provost and Vice-President for Academic Affairs, the dean of New Mexico State University Library, and the New Mexico Consortium of Academic Libraries. In 2002, Senator Manny Aragon introduced Senate Capital Outlay bill 507 for \$10,000,000. Although the communication outlines Capital Outlay appropriation requests by the CHE (Council on Higher Education), UNM, and Senator Aragon, it is unclear what, if any other actions have been taken on this issue.



## Tenants in the College

The *Math Learning Laboratory (MaLL)* opened in CSEL in January of 2013 on Lower Level 1. CSEL was selected after a university task force was tasked with finding an adequate space as space is at a premium throughout campus. Prior to implementing the MaLL, the space was mostly open space for students and some space for cantilever shelving for Federal Depository collections. The space allocated to the MaLL is 6,579 SF and the physical facility, furniture, and computers are managed by the College. The College of Arts and Sciences is responsible for setting the schedule, and supporting students enrolled in the courses.

The *Center for Academic Program Support (CAPS)* is the University's learning assistance center. "CAPS provides a Math/Science Tutoring Program, Online Tutoring Program, Supplemental Instruction (SI) Program, Writing and Language Center, Learning Strategies Program, and multi-disciplinary tutoring. CAPS meets the diverse needs of a large student population with individual tutoring, workshops, study groups, drop-in labs, language conversation groups, SI sessions, and online assistance."<sup>9</sup> Although there are 10 locations throughout campus, CAPS main offices are located on the 3<sup>rd</sup> floor of Zimmerman Library in 3,822 SF.

The *Center for Regional Studies (CRS)* reports to the College, and as of July 1, 2014, will be reporting to the Director for the Center for Southwest Research. Plans are underway to fully integrate CRS and the collections it manages (currently in 200 SF in Hokona Hall), into the College.

*Starbucks* is located on the 1<sup>st</sup> floor of Zimmerman Library west of the main staircase on the north side of the building in 685 SF of space. There is also 213 SF of lounge space adjacent to the Starbucks on the west side generally attributed to the space but assigned to the Library.

## Methodology

Data for this report were gathered by the authors who manually counted all physical collections in each branch to obtain total linear feet and linear feet available for growth. Shelf-widths in each space were measured; cases for maps, drawings, posters, and oversized flat collections were measured for square footage; and microfiche and micro-cards stored in cabinets were measured in drawer-inches. Historical information was gleaned from documents including annual reports, space assessments, consultant reports, and political and legislative activity related to off-site storage plans for the College. Facilities space data were obtained from the University of New Mexico Space Management Database (FAMIS). Information about specific collections was obtained from Outreach/Subject Selectors

## FINDINGS

Physical collections of the College include collections that are:

- distributed among the 4 facilities according to call number designation;
- in a variety of physical formats—print monographs and periodicals, materials in micro-formats (film, fiche, card, print), paper pamphlets, audio visual formats (VHS, tape reels, CD, DVD), posters, and maps;
- published in a variety of languages;
- accessible via a variety of cataloging levels (individual item, collection level, accession number, inventory, not at all); and,
- cataloged using a variety of cataloging systems and schema (Library of Congress, Superintendent of Documents, New Mexico state classification (for local government information sources), Dewey Decimal system.

## Cantilever Shelves

There is a total of 309,832 linear feet of shelving across all 4 branch libraries on UNM's main campus. This total includes circulating and non-circulating collections, open and closed stacks and storage. This total does not include boxed materials stored at the Elk's Annex. There are 102,845 shelves, of which 85,964 are occupied with materials, leaving 17%

(16,881) empty shelves. The majority of the empty shelves are concentrated in the Zimmerman Library Towers, and Zimmerman Basements 2 and 3, areas not accessible/browsable by the public. At first glance, it appears there is some room to grow into the empty shelves that are currently available; however, in the wake of the 2006 fire, it was determined that Zimmerman Library was out of fire code compliance, and that each section of book shelves needed to have at least an 18" clearance from the top of the books sitting on the shelves, to the sprinkler heads.

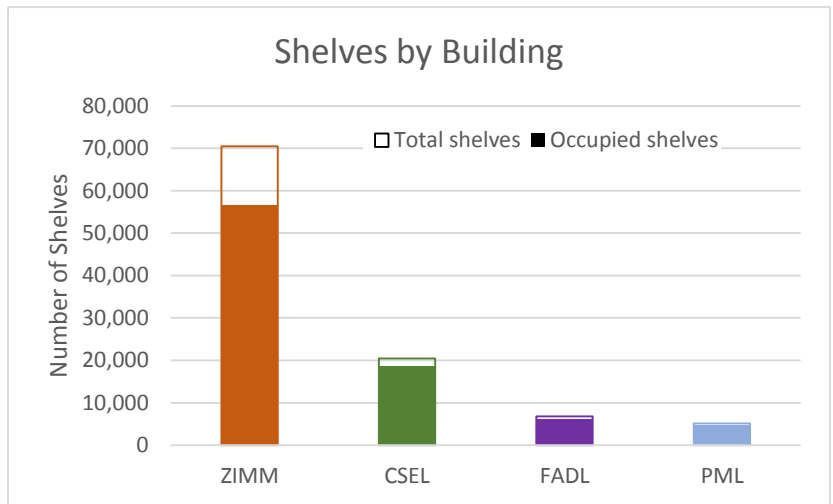


Figure 3

Currently, there are 378 empty shelves on the 2<sup>nd</sup> and 3<sup>rd</sup> floors, equaling 2% empty on the 2<sup>nd</sup> floor, and 1% empty on the 3<sup>rd</sup> floor. A closer look at Zimmerman Library's 2<sup>nd</sup> and 3<sup>rd</sup> floors reveals there are 923 shelves that need to be vacated in order to meet fire code regulations. Many sections can legally have only 6 shelves, and 5 in some areas where the ceilings are lower. This is not a problem in other areas in Zimmerman Library. Once you figure in the top shelf, and in some cases, the top two shelves, and acknowledging there are approximately 200,000 books currently checked out, Zimmerman Library is completely out of space. A plan for installing fire alarms and sprinklers has been developed for all of Zimmerman Library, however, funding has not been identified to move forward with implementing the plan.

### Compact Shelving

Forty-one percent of the college's shelving (40,854) is compact shelving, currently stored in basement levels 1, 2, and 3 in Zimmerman Library; a small section in CSEL Lower Level 2; and in basement of George Pearl Hall, for FADL collection storage. At current, 25% of compact shelving (10,072 shelves) is empty. The greatest concentration of these shelves is found in Zimmerman Library in the periodicals section in the basement, northeast wing.

Compact shelving has been installed in several library facilities as a short term solution for growing collections. Forty-one percent of the college's shelving (40,979 shelves) is compact shelving, currently installed in basement levels 1, 2, and 3 in Zimmerman Library, a small section in CSEL Lower Level 2, and in the basement of George Pearl Hall for Fine Arts and Design Library storage. Nearly 5% of the compact shelving (1,940 shelves) in Zimmerman Library basement northeast wing contains microfilm and microfiche. Currently, 25% of compact shelving (10,072 shelves) is empty. The greatest concentration of the empty shelves is found in Zimmerman Library in the periodicals section in the basement, northeast wing, in CSWR (Zimmerman Library Basements 2 and 3), and Government Information Closed Access.

### Micro-Formats

The College has a significant collection of materials in micro-formats. The majority of these collections reside in Zimmerman Library. After the 2006 fire in Zimmerman Library, compact shelving for books was installed in the basements of Zimmerman Library for periodicals, government information collections, and special collections. Several years later, in two different installations, some book compact shelving in B1 East (Aisle 6) was replaced with carriages with drawers for microfiche and micro-cards, and shelves for trays of microfilm boxes. The majority of the collections in micro-formats (6,540 feet) in the College were relocated to these carriages in Zimmerman Library. There is still a large collection of materials in micro-formats in the CSEL Library (2,101 feet) and also in Zimmerman Library (1,753) in free-standing cabinets. The addition of seven carriages in Aisle 6 would accommodate the remaining microfiche, micro-cards, micro-format guides and indexes, and AV collections currently stored in CSEL, Zimmerman Basement B1 East and B1 West cabinets.

## Square Footage

This report uses square feet (SF) definitions from the National Center for Education Statistics (NCES) *Postsecondary Education Facilities Inventory and Classification Manual*.<sup>10</sup>

- **Net Assignable Area** – The amount of space, within interior walls, that can be used for people or programs. The Net Assignable Area of a building (or all buildings in an inventory) is the sum of the space allocated to the 10 major assignable space use categories: classrooms, laboratories, offices, study areas, special use space, general use areas, support rooms, health care, residential, and unclassified space.
- **Non-Assignable Area** – The amount of space in a building that is essential to the operation of the building but not assigned directly to people or programs. It is the sum of the space allocated to three major non-assignable space use categories: building services area (custodial supplies, sink rooms, janitorial closets, and public rest rooms), circulation area, and mechanical area.
- **Net Usable Area** – The aggregate interior of a building, Net Assignable Area plus Non-Assignable Area.
- **Gross Area** – The floor area of a structure within the outside faces of the exterior walls. This value is either physically measured or scaled from as-built drawings.

### **CENTENNIAL SCIENCE AND ENGINEERING LIBRARY (CSEL)**

The Centennial Science and Engineering Library was built in 1987 and is a subterranean structure. It takes up two floors in the Electrical and Computer Engineering building, Lower Levels 1 and 2, that according to FAMIS, totals nearly 80,000 SF, with 16,172 SF of that dedicated to elevators, stairwells, public corridors, mechanical, maintenance and custodial closets (Non-Assignable SF). An additional 198 SF is assigned to Food services on Lower Level 1.

There are two library laboratory classrooms in CSEL, Rooms L155 (535 SF) and L253 (662 SF), one on each Lower Level, totaling 1,197 SF. There are 66 individual and group study rooms in CSEL.

Nearly 22% of the Colleges collections (occupied linear feet) is housed in CSEL. Ten percent of all shelves in CSEL are empty. Circulating Library of Congress classified collections (24,759 linear feet), are housed on 8,253 shelves in Lower Level 2. There is a small installation of compact shelving (2,353shelves) in Lower Level 2 where the high dollar XX (Double X) collection is shelved in 8 locked ranges (336 shelves/128 occupied) of compact shelving. The compact shelving also houses the CSEL Dewey classified materials on 582 shelves. Only 7 of the shelves in this section are empty. There are also 136 shelves of Federal Depository materials in compact shelving.

CSEL is the only facility where damaged bookshelves were observed. See Collection Assessment Inventory Spreadsheets for specific information.

### Comments from CSEL Faculty and Staff

- No one has been in charge of reference in CSEL – collection or service, since December 2013. A multi-branch summit on reference collection tools is needed. This should include a systematic look at an online general reference collection.
- Investigate the ability to open up more student space by moving all periodicals and print government documents to Lower Level 2 in compact shelving, while moving all circulating books to Lower Level 1.
- Freeing up space on Lower Level 1 for Research and Data Services activities is also desirable.
- Investigate the ability to move all government documents to Zimmerman Library to be consolidated in B16 or B1-West. Collections are used primarily by Geography department.
- Consolidating microforms in Zimmerman is a good idea.

### Outreach/Subject Selectors

- The journal literature is the main literature for the sciences and efforts are underway to acquire back files in as wide a range as possible. Predatory publishers are prevalent in science journals. If we can get perpetual access

to back files, we can weed print subscriptions; if we cannot get perpetual access then the print journals could be stored [off site?].

- Standards is a project Lora Leligdon was working on before she left. These are critical to the work of researchers from the applied sciences and construction. In the past, we've purchased individual titles vs. large sets. There was a deposit plan at one point, but that has been discontinued by the publisher. Books 24/7 is an option for accessing them but they only provide the updates to the original books. Other vendors are too expensive. Purchasing books is expensive as well. We do spend a small part of our budget on Standards but we probably need to move more towards e-books.
- Dewey classified materials that are in compact shelving need to be reviewed, but there are not enough subject specialists to undertake this project. These include valuable items that shouldn't be discarded.
- General weeding in subject areas is also needed, but there are not enough subject specialists to undertake this project.
  - Psychology (Lori Townsend) (duplicate titles have been weeded), Computer Science, and Geography (Karl Benedict) need weeding. Geography is more difficult because it's spread throughout the College.
- WMS will require an inventory of book collection, probably in every branch. Anne Schultz and George Farr will do this regardless of new staffing.

### MAGIC

The Map and Geographic Information Center (MAGIC) (Mary Wyant) is located on Lower Level 2 in 5,656 SF of space. There are 313 cabinets with 1,549 drawers, covering a 1,321 SF footprint. Some of the drawers are empty due to the 2004/2005 flood which ruined moon photographs. MAGIC continues to deal with facility leaks. There are cabinets permanently covered in plastic. Forty-nine percent of the cabinets in the College are in MAGIC. Additionally MAGIC has a book collection (258 shelves) and a small reference collection. The bulk of the MAGIC collection is from the Federal Depository program. The number of new paper copies received from all agencies has been decreasing. MAGIC recently completed several digitization projects with the CSWR. Future plans include another digitization project. MAGIC recently completed two projects with CSWR on maps in the Rocky Mountain Online Archive (RMOA). There are CD's to digitize in the geo-reference format to support the previous project with CSWR. The second project was the scanning of historic and current publication documents maps from the Forest Service Collection.

- USGS – United States Geological Survey – largest supplier, e.g. moon maps, Mars Land Rover
- USFS – United States Forest Service
- BLM – Bureau of Land Management
- CIA – Central Intelligence Agency – we occasionally receive paper maps
- NOAA – National Oceanic and Atmospheric Administration – we used to get nautical charts of US waters but those will stop in spring 2014.
- NGA – National Geospatial Intelligence Agency – previously known as Army Maps Service. Used to receive nautical charts of foreign countries. They also used to make aeronautical charts but no longer issues these in paper format.
- Army Corps of Engineers – we occasionally receive materials, but have never received materials regularly.
- Donated Maps – Mostly from Library of Congress in 1970's, e.g., Sanborn Fire Insurance Maps.
- Previously, there was a small budget for purchasing maps and posters.
- NM and Southwest maps – transferred to MAGIC from CSWR
- NM Roadmap collection (circa 1908)
- UNM campus map collection
- Albuquerque historical maps (circa 1881)
- Aerial photography (circa 1950's-2000)
- USGS Historic topographic maps for NM from 1880's to 1940)

## FINE ARTS AND DESIGN LIBRARY (FADL)

The Fine Arts and Design Library (FADL) is located on the 4<sup>th</sup> floor of the George Pearl Hall School of Architecture and Planning (Pearl Hall). Completed in 2008, the fourth floor of this building has 26,201 SF of space, with 4,141 SF dedicated to restrooms, stairwells, mechanical, and custodial closets, and a public corridor (Non-Assignable SF).

The FADL classroom is 1,005 SF, and there are 8 group study rooms (1,220 SF) available for checkout.

Nearly 7% of the College's collections (occupied linear feet) live in FADL. FADL circulating collections, reserves, reference, and periodicals are stored on 5,696 shelves on the 4<sup>th</sup> floor. There is a separate storage area (760 SF) for FADL with compact shelving (1,114 shelves) in the basement of Pearl Hall that is currently 7% empty. It contains the XX (Double X) oversized materials, LP DISC's, the Gigante Collection, and periodicals. All of the shelves in FADL are 34 inches long, compared to the 36 inch shelves throughout the majority of the College. There are 71 shelves of FADL collections stored in Zimmerman Library, Tower Level 4. There are no Dewey's in FADL. When the collection moved to Popejoy Hall in 1965, it is believed that the Dewey's remained at Zimmerman Library.

### Comments from FADL Faculty and Staff

- High dollar collections are stored in compact shelving in FADL. FADL is the only College facility that has compact shelving powered by electricity. If there is a power outage, materials identified as top priority to save, cannot be accessed. This should be discussed when compact shelving is considered for installation in other College spaces.
  - Ed Padilla contacted Improve Group and reported back there is a portable backup battery pack for the compact shelving for instances when the power is out and they need to access the content inside the compact shelving.
- Coordination of weeding projects across the College is desirable prior to transferring call number ranges to other branches.
- Investigate feasibility of installing compact shelving on Pearl Hall 4<sup>th</sup> floor.

### Outreach/Subject Selectors

- The collection was weeded when it was moved to its current space.
- Lists have been generated for weeding. This is the last project KK will be working on.
- Space is limited for collections and permission was obtained 1 ½ years ago from the Collections Advisory Committee to weed VHS materials. This project is still pending and is believed it will yield 2 to 3 ranges for books.
- Investigate adding an additional 3 feet of shelf space to the south end all ranges on the 4<sup>th</sup> floor except those with a column. This might disturb the view, however, it was a part of the original plan for shelving when the library was built.
- Investigate consolidating bound periodicals and relocating DVD's closer to the Jackson Reading Room.
- The Gigante collection in basement storage is not in the catalog. Cataloging it and integrating it into the circulating collection on the 4<sup>th</sup> floor is desirable; alternatively, we should consider withdrawing it as it is taking up significant space (35 shelves) in storage and it is not accessible. It is accessioned as manuscripts and described by accession number in Lobovault:
  - GIGANTE M2 G441 - miniatures
  - GIGANTE M2 G442 - portfolios
  - GIGANTE M2 G443 - envelopes
- Theater and Dance collections are in good condition and do not need to be weeded. GV is the call number for Dance and it is split between FADL (GV1500) and the rest is in Zimmerman Library.
- The Architecture collection has been weeded; Art needs to be weeded and that includes Art History, Art Photography (which won't be weeded); and Art Education. Historical materials cannot be weeded.

- Call numbers TH/TD are construction books. These could be moved to CSEL.
- Appropriate shelving/map cases are needed for large drawing sets. It is not feasible or convenient for patrons, particularly, Architecture faculty, to store large format acquisitions in Zimmerman Library in the CSWR, particularly if they are not considered to need extra security, e.g., the recent acquisition of Glen Murcutt drawings. Additionally, the Pearl Hall architectural drawings are currently stored on top of the bound periodicals and was beginning to fall apart. In order to preserve it, it was bound and now it is too heavy to move by one person.

### **WILLIAM JACKSON PARISH MEMORIAL LIBRARY FOR BUSINESS AND ECONOMICS (PML)**

Parish Memorial Library is located on 3 floors of the Robert O. Anderson School of Management building (Anderson building no. 087). Built in 1987, the library facility is 50,646 Gross SF, including 12,856 of space dedicated to public corridors, stairwells, mechanical, maintenance, IT and custodial closets, and bathrooms (Non –Assignable SF). With 39,001 SF of Net Assignable Space, PML has 9 group study rooms available for checkout, and an additional 18 individual study rooms are available on a first come, first served basis. PML also has a 418 SF classroom on the 2<sup>nd</sup> floor. This classroom does not have computers for student use but is equipped with a teacher’s workstation and projection equipment.

Five and one-half percent of the College’s collections live in PML. The circulating collection is located on the Lower Level. There are 5,032 three-foot shelves, totaling 15,096 linear feet. The majority of the shelves (93%) are full. There are 31 shelves of Dewey’s in PML currently being reviewed for reclassification or de-selection. This project is scheduled to be completed by the end of summer 2014. There are 351 empty shelves in PML. In this collection, the bound periodicals are interfiled with the monographs. This decision is believed to have been made when the collections were moved to Anderson in 1987. Currently, library faculty and staff in Parish believe this makes the collection easier to browse and a convenience for patrons.

#### Comments from PML Faculty and Staff

- Planning and fundraising efforts are underway for a \$48 million project to build a new Anderson Building. The new building will be on a site at the SW corner of Yale and Lomas, several blocks from where it is currently. The old building will be relinquished to UNM when the new building is completed. The 2014-2015 UNM Capital Outlay Plan lists the Anderson project as priority #4, and indicates there are \$10 million in private funds, \$18 million in 2015 appropriation request, and the remaining \$20 million as funded by potential UNM bonds tentatively to be issued in fall 2014.

Although it is believed a librarian presence is desired in the new space, a physical library is not. Anderson is moving towards requiring students to have a laptop so library computers, or a computer lab, may not be needed. A relationship needs to be cultivated with Interim Dean Craig White so that we can learn more about the plans for Anderson.

Faculty and Staff in PML want to insure that PML remains relevant and becomes a destination for students, away from Anderson. It is not just the library for Anderson, it is also the library for economics, public administration, engineering, technology, and management.

- Dewey collection items (35 shelves) will be gone by the end of summer 2014.
- Weeding is underway to create student space. Creating student spaces within the stacks is desirable. There is a problem with water leaking onto the collection in the basement. Shifting is underway to empty 8 ranges of books which are located directly below the areas where it leaks when there is an overflow in the restrooms. Quotes for moving the shelving have been obtained, and Ed Padilla reports that work to caulk the flooring and

cove base above may or may not resolve the problem. The slab penetrations cannot be completely sealed off due to HVAC components that intersect the floor slab.

- Oversized shelving under the skylight will be removed and the materials will be interfiled throughout the collection.

### Outreach/Subject Selectors

- There was a move to eBooks approximately 3 years ago for the entire collection except for Latin American books, due to unavailability. Anderson is not interested in print materials, but Public Administration does use print.
- Books are also important for the historical aspect of Economics and Statistics. Recently, a seminal publication in Economics was published citing research back to the 1700's. This indicates the importance of the printed text. Current and historical New Mexico Economic materials are also important in print. These are not collected by CSWR. It is also important to purchase new materials in this area. The state website is difficult to traverse and is not a consistently reliable source for information.
- The *Wall Street Journal* on microfilm is in Zimmerman Library. It has indexes and is valuable to retain. There is a historical database available from Proquest, similar to the *New York Times* historical product that is desirable. It costs approximately \$25K for the archive.

### **ZIMMERMAN LIBRARY**

Historic Zimmerman Library is named for James Fulton Zimmerman, Ph.D., who served as the president of UNM from 1927 until 1944. Construction began in 1937, and after several major renovations, currently has a total of 270,404 Gross SF, with 190,334 (70%) Net Assignable SF. Zimmerman Library is the only free standing library on UNM's main campus, and is home to the social sciences, humanities, and education collections, as well as the majority of government information and the Federal Depository collection. In addition to CAPS, subject selectors and Access Services, Zimmerman Library also houses the College's Office of the Dean, Technical Services, Academic and Research Technologies (ART), Interlibrary Loan (ILL), the Center for Regional Studies, CSWR, and the INLP, and Inter-American Studies programs.

Zimmerman Library has 2 library classrooms, Room B-30 (1,661 SF) in the basement, and the Ford Room, Room 254, (724 SF), on the second floor. In 2013, the Graduate Student Commons opened on the 2<sup>nd</sup> floor in 513 SF of space on the south side of the building behind Room 254. . There were 22 group study rooms in Zimmerman, however, the renovation of the east side of the 1<sup>st</sup> floor to create a Learning Commons has reduced the number of rooms available to 14.

Sixty-six percent of the College's occupied shelves are located in Zimmerman Library. There are 70,453 shelves in Zimmerman Library of varying lengths, totaling 213,993 linear feet. Twenty percent of the shelves within Zimmerman Library are empty. After the 2006 fire in the basement of Zimmerman Library, the 2<sup>nd</sup> and 3<sup>rd</sup> floors were declared out of fire code compliance. In order to meet the requirement of books shelved at least 18 inches from the planned location for sprinkler heads, 923 shelves will need to be removed from these two floors.

B1 East compact shelving holds Zimmerman Periodicals (7,909 shelves), circulating theses and dissertations (528 shelves), Basement Books (401 shelves), micro-format guides and indexes (66 shelves), and micro-cards (54 shelves). Library of Congress microfilm and fiche collections are shelved in 11 double-sided micro-format compact shelving carriages. There are 240 drawers (60 empty) and 1,940 shelves (155 empty) in these 11 carriages.

### Government Information

In 1967 the College was designated as a Regional Depository Library, and is the sole regional library in New Mexico. We are a 99.5% depository, and are no longer a depository for trademark and patent materials. The collection includes legislative hearings and reports, federal regulations, census records, statistical reports, court decisions, agency

publications, posters, pamphlets and more, which are available in paper, microfiche and microfilm, audiovisual, and several electronic formats. The UL also maintains a substantial collection of indexes, abstracts and commercially produced resources and databases designed to facilitate the search for government information.

At least 10% of the occupied bookshelves in the College hold government information. Government information in this report includes Depository items, non-Depository items, state, local, and international government documents, reading room collections, and private collections, and are housed in Zimmerman Library on Tower Level 1 (638 shelves), basement 1 west wing (5,363), B16 closed access (2,013 shelves), and CSEL LL1 and LL2 in compact shelving (845 shelves). Sixteen percent of these shelves are empty, with the majority of the empty shelves concentrated in B16 (closed access), and tower level 1. It should be noted that tower levels are not accessible for browsing to the public, so everything has to be paged.

### Outreach/Subject Selector

- Bringing the government information collection together in one physical location would be desirable.
- There is a need for resources for a dedicated cataloger's time for making the collection more accessible; and for student support for processing and supporting the collection's maintenance. Several years ago, processing was transferred to the technical services from reference services. With the departure of the head of DACS, support for processing the collection has waned and there is one student working a few hours a week to keep up with the processing. The subject selector recommends hiring 1-2 students to do inventory and updates to devote to accessioning, processing and physical collection maintenance. At present, there is no one to process fiche received since the fire. Previous funding to hire the current student came from the Center for Regional Studies, now reporting to the CSWR. Unprocessed depository items are also undiscoverable.
- Approximately 40% of the government information microfiche and paper collections in CSEL are cataloged. None of the National Technical Information Service (NTIS) microfiche collection is cataloged. None of the Reading Room collections are cataloged or discoverable. Three of the large Reading Room collections need indexes: The Atomic Energy Commission Reading Room Collection, Department of Energy Reading Room Collection, and the NASA (National Aeronautics and Space Administration) Reading Room Collection.
- Collection includes depository materials in paper from NASA, Department of the Interior, NTIS, and any items published pre-1976 are not cataloged with few exceptions.
- Waste Isolation Pilot Project (WIPP) – Given the recent news and activity in Carlsbad about the nuclear leak, this collection will probably grow. Most of this collection is accessible via the EPA site.
- Sandia Reading Room Collection is growing and we are receiving paper and electronic formats. Inventory list is current.
  - National Nuclear Security Agency (NNSA) – Potential collection acquisition. They want their own reading room collection separate from the Sandia Collection.
- Department of Energy's Freedom of Information Request (FOIA) Act Reading Room Collection – inventory list is incomplete since 2006.
- South Valley Super Fund Site – is not growing. There is a paper index with the collection.
- Center for Disease Control (CDC) Human Radiation Experiment – there are several CD-ROMs= images of the index in LoboVault.
- The selector would like to have the 8 ranges that currently hold Special Collections in B16 vacated.
- Review our status as a regional depository within the new parameters of the national plan recently released by GPO. Determine whether we remain a depository, a regional, downsize to a selective, or leave the program. Do we begin digitizing, or do we become some kind of center for excellence?
- We are not interested in obtaining USPTO materials because it would consume the available space we have.
- Investigate the feasibility of initiating a partnership with bordering states (OK, TX, CO, AZ) to pool resources similar to ASERL.



- Explore partnerships with GWLA, and/or ARL, and/or CRL.
- Investigate reducing the collection to focus on southwest issues such as land, water, tribal, pueblo, and Native issues.
- How are we participating in the HATHI Trust with government information? We have materials in the collection that would add to the Trust. We should investigate Dean Clement's connections with the Trust. It appears the Trust is beginning to focus on government information as libraries have been reducing their collections. The HATHI Trust needs to look at their access issues with respect to government information.

#### Center for Southwest Research and Special Collections (CSWR)

The CSWR is physically located in Zimmerman Library. Its collections reside in the Towers and in B2, B3, and the Andersen Reading Room. The CSWR specializes in interdisciplinary subjects relating to New Mexico, the Southwestern U.S., Mexico and Latin America, as well as rare materials from around the world. Our strengths include Native American, Chicano/Hispano, Spanish Colonial, and environmental history, plus a wide range of locally published and archival materials documenting the region.

The strongest collection in the CSWR is the manuscripts of southwestern literature and history. This collection is of national importance and has international implications for New Mexico and Latin American collections in the CSWR. The Rare Book collection is small, but good and is very heavily used. There is about 5 years of growth space in the manuscripts and Rare Books.

The collection area most in jeopardy is the John Gaw Meem Archives of Southwestern Architecture, which are housed in 1,419 SF of space in Zimmerman Library, B3 (CSWR). This space is at capacity and there is no more room for cabinets. The Meem Archives collects materials related to the history and development of the built environment in New Mexico and the Southwest region. Materials include original drawings, blueprints, manuscript collections, architectural office job files, photographs, slides, and models.

The collection is important and continues to grow. It provides a prime opportunity for fundraising. At current, the collection is still primarily paper-based, which presents a challenge because of the size of the physical pieces. Additional space is needed for processing. Any large acquisition opportunities in the near future will have to be declined unless they are digital or unless additional archival and processing space is identified and acquired.

The Oversized Rare Books collection is very valuable and is housed in the Towers. This collection is at risk because only Tower Level 1 is sprinkled so a fire could destroy this collection. It is also unknown how well the temperature and humidity are controlled in the Towers. Any collections moved into these 9 levels are at risk for being destroyed. Additionally, the Tower levels are accessible to many more individuals than B2 and B3, so they are not considered secure.

CSWR is making an effort to reformat, digitize, and weed collections to make more space. There is compact shelving in storage at the Elk's facility that can be added to B3 if needed. However, the longer the shelving remains at Elk's, the greater the chances it becomes unusable.

## Inter-American Studies

- We are a depository for Latin American information; our research collection is one of the better institutions in the country and we are known for it. There are over 200 faculty and many more graduate students who depend on our Latin American collections. We are one of the best Latin American collections in the country; and we are 1<sup>st</sup> or 2<sup>nd</sup> in Portuguese. 1/3 of the map collection and pictorial collections in cabinets in B2 are very heavily Latin American focused. There are lots of facsimile versions of codices Latin American – F and PQ call numbers. We have the second largest collection of “cord literature” in the world, second only to the library of Congress in the PQ’s in B2.
- Latin American Distributed Resource Project is a CRL (Center for Research Libraries) program we participate in where different states take responsibility for Latin American countries. There are 30 institutions with Latin American collections including Ivy League and state institutions. We maintain a focus on Mexico, Brazil and Chile collecting in the areas of Art, Art History, Archeology photography and Mexico.
- Suzanne Schadl participates in a number of consortial agreements; and collections are in all College libraries as well as the Law Library. A significant amount of the CSWR special collections are Latin American and Spanish American from the colonial period. We have Latin Americanists in almost every department on campus. The Faculty Handbook recognizes Latin America as a focus on campus.
- We are a CRL member; nationally recognized for our collections. We have access to anything CRL offers.
- HATHI Trust membership – we have unique materials in Spanish and Portuguese that could be added to the HATHI Trust.
- HLARR – designed to create a boutique collection to highlight literature.
- It is difficult to weed these collections. She is one person but has added duties that other outreach librarians do not have. She has external obligations to other institutions and groups on campus: Latin American Iberian Institute; Visiting Scholars each year—3 Greenleaf Scholars; Visiting researchers from other countries travel to use our collections.
- We have a fair number of collections in microfiche and microfilm that may not be cataloged.
- There are funds from endowments to support CSWR and Latin American collections.
- Each year, Schadl has to count the collection to report to SALAAM and CRL. They keep track of the location of the largest collection in the country. It is difficult to count. There are two major call numbers: F’s and PQ’s are all Latin America, but it is integrated throughout the College collections and includes Chicano, Latino, Hispano, and Ethnic Studies in the E’s and P’s. Also includes ethnic literature. It is a truly interdisciplinary collection.
- There are a lot of Latin American titles in the Deweys, that may not be in the catalog. Manuscript collections are still un-cataloged; at least 30 boxes in B2. We do a fairly good job of clearing cataloging backlogs in HLARR. Spanish and Portuguese collections are cataloged on site as our books are not shelf ready.
- Majority of the posters and photographic collections are cataloged.
- We are acquiring collections that are born digital—these materials go in Content-DM.

## Comments from Zimmerman Faculty and Staff

- There is a need for a cohesive strategy for dealing with shelving problems. The Towers is a short term solution.
- Re-classifying Deweys is a low priority.
- Government information collection is largely un-cataloged, undiscoverable and needs to be shelf read.
- International collections need to be addressed.
- ZIMM 2 and 3 are out of space. The only solutions are move to basement, or to the towers, or a weeding project. There is no one to make decisions about these collections.
- A small, useful Reference collection is important to have in the Learning Commons. The current collection is out of date.

- Highlighted collections, e.g., faculty publications, or collections related to the entire campus would be nice in the Learning Commons as well.
- JSTOR periodical project was largely successful. A similar project involving the HATHI Trust, and Project Muse titles would be helpful.
- Fire Code Compliance - The most critical areas of the collections are Zimmerman 2<sup>nd</sup> and 3<sup>rd</sup> floors. In the wake of the 2006 fire it was discovered that Zimmerman Library was out of fire code compliance, and that top shelves of each section of books needed to be removed in order to achieve at least an 18" clearance from the top of the books on the shelves, to the sprinkler heads. Currently, there are 378 empty shelves on the 2<sup>nd</sup> and 3<sup>rd</sup> floors, equaling 2% empty on the 2<sup>nd</sup> floor, and 1% empty on the 3<sup>rd</sup> floor. An additional 923 shelves need to be vacated on these two floors in order to meet fire code regulations. If you consider the impact of removing the top shelf, and in some cases, the top two shelves, and that there are approximately 200,000 books currently checked out, Zimmerman Library is completely out of space for circulating collections. A plan for sprinkling these two floors has been developed, however, funding has not been identified to implement the plan. This is not a problem in other areas in Zimmerman Library, or in any other facility in the College.

A case could be made for moving circulating books to compact shelving in the basement, however, attempts to discuss a similar plan in 2012 when the 3<sup>rd</sup> floor of Zimmerman Library was under consideration for the Math MaLL resulted in a vocal faculty rejecting the idea of putting humanities and literature texts in compact shelving or in the Towers where it would have to be paged. And as well, when considering space issues in 1996, moving high use literature materials from ZIMM 3 was not well received for the same reasons.

#### Outreach/Subject Selectors

- Education (Chris Desai)
  - Collections are primarily in ZIMM and FADL. Selection is shared between KK (Art Education), CD, and MB (Music Education).
  - Children's literature covers all call numbers. Approximately 50 books per year. BWI went of business; now we get books from Yankee and we only get award winners and it's not enough. We're paying the same for fewer books. Considering changing vendors. We need better nonfiction books – a vendor to select from that has more variety. Includes picture books and young adult books. Not all thin.
  - Education books: need to be weeded. Dewey and LC are in the towers and needs some attention. History of education titles may no longer be relevant. Would be nice to have a portable device to scan and see circulation because they're not stamping the books anymore, if not when they're checked out but when they come back in. It's easier to open the books and make a decision about weeding from stamps. Much more difficult to manage.
  - Education still asks for print books. They do not want E-books. Problems with e-journals – broken links and authentication and different vendor issues. We eventually got there but we're not there yet with e-books. Problems still persist. Not practical for classes.
  - Children's literature function is not that of a public library. It's a different kind of collection primarily for the advancement of our education students but it's pop culture, children's lit, gender studies, psychology, using books with abused children, counseling, post-colonial studies, discourse analysis, post structuralisms, a lab for many kinds of research, lot of secondary sources about children's lit she's been collecting, some children's lit scholars in education department. E-books are not appropriate as the students our students teach do not have netID's.
  - Reference collection is still important.

- Film (Mark Emmons)
  - The biggest issue with media and film is streaming. We purchase DVD's because they are inexpensive and do not have the limitations of streaming media. We've made steps but not much progress. We do not have a media librarian. There are two issues with media:
    - Popular mainstream media/movies require licensing to stream. For example, recently, a patron inquired about the movie Lone Star, made by a major studio. Major studios make deals with companies that stream media. Streaming costs have been quoted at \$100 per movie, per semester vs. a one-time DVD purchase on Amazon.com.
    - Independent films, documentaries, experimental film not owned by a major studio – it's easier to work with these vendors, however, most of these are small, do not have streaming capabilities and we would have to set it up on our end.
- Political Science (Dan Barkley)
  - Conduct a journal assessment to insure it is in line with the curriculum.
  - Conduct an assessment of the book approval plan to insure it is in line with the curriculum.
  - Perhaps the Office of the Dean could use its position to assist in getting an audience with the faculty to talk about research and data services.
- Philosophy, Religion, Linguistics, Foreign Language and Literature (Sever Bordieanu)
 

Some of the major bibliographic sets were classified in the Z's and they were weeded several years ago. Most are available electronically. The selector is committed to moving to online periodicals, particularly in linguistics. Sever Bordieanu selected for linguistics in the past, but re-assumed responsibility in December 2013. Humanities and literature do not need to be weeded. Plans to weed multiple copies down to one copy are in development, however, it is not felt that this will result in much extra shelf space. All of these disciplines are more monographic based.
- Library Science collection has been weeded pretty heavily and is only a couple of ranges (Amy Jackson).

#### SUMMARY AND RECOMMENDATIONS

The College is essentially out of space for circulating collections. A plan is needed for long-term storage of physical collections. Compact shelving is a short-term solution, as is weeding. While e-journals are a solid option for the majority of disciplines, e-books are not. There are no common platforms or experiences with e-books and many disciplines overwhelmingly prefer the printed text. While the Hathi Trust and other projects are scanning texts, comprehensive easily accessible collections are not yet available.

The majority of the current space is in adequate condition for physical collections, however continuing leaks in MAGIC, CSEL Lower Level 2, Parish Lower Level, and Zimmerman B16 require collections to live under plastic sheeting. Although there is a total of 51,119 linear feet empty throughout the College, the available shelves are in areas that are not accessible to patrons and hold archival and other non-circulating materials.

The methods used in this study can be used to assess the effectiveness of future space additions or modifications. These findings should be used as a baseline for future collections space assessment.

The recommendations from the Executive Summary are repeated below.

#### Short Term:

- A cohesive solution for long-term physical collection storage is critical to the future availability of and access to the printed book at UNM.
  - A plan for long term permanent collection space should be developed and funded.
    - All collections should be moved out of the Elk's Facility as soon as possible or we risk losing them.

- Compact shelving feasibility should be considered in all 4 facilities: ZIMM remaining Basement 1, southeast; CSEL Lower Level 2; PML Lower Level; FADL 4<sup>th</sup> floor.
- A plan for fire code compliance in Zimmerman Library's 2<sup>nd</sup> and 3<sup>rd</sup> floors must be addressed.
- Growth space for text-based disciplines is an issue to be planned and addressed.
- Recruit and hire additional subject-specialists to make critical decisions about collections, particularly in ZIMM, CSEL.
- Anderson School of Management capital project and the future of the PML must be addressed within the next 3 to 5 years.
- Implement steps to improve communication between Outreach, Access Services, and DACS for cohesive collection maintenance practices across the College. This could also clarify and resolve the Master Call Number Default issue.
- Review stack guides and signage to provide consistent access to all collections. All facilities should have stack guides that are up to date and visible so patrons can find resources easily.
- Review directional signage in all facilities for consistency and CUL&LS branding. This is particularly critical during major shifts and collection maintenance.

#### Mid Term:

- A plan to consolidate microform formats at Zimmerman Library should be developed.
- Master Plan for PML and CSEL Facilities
- A timeline and budget to address growth space for the Meem Archives should be developed.
- A timeline, location, and budget consolidating government information in one location should be developed.
- Discoverability of some of our more important collections is needed, particularly government information, the Gigante collection in FADL, and Latin American collections cataloged in Dewey.

#### Long Term

- Build an auxiliary archival book storage facility, off-site or on-site (book bot), that is suitable for collection materials, readily accessible, and responsive, and facilitates the delivery of materials to faculty and students within hours or minutes.
  - Revisit Collaborative Off-Site Storage
  - Explore on campus permanent storage

# APPENDICES

## **APPENDIX A. Collections Advisory Committee (as of Summer 2014)**

### Members:

- Mike Kelly (Chair), Associate Professor, Interim Dean, & Director, CSWR & Special Collections
- Daniel Barkley, Professor, Government Information Coordinator
- Sever Bordeianu, Professor, Reference Librarian
- Thomas Cabot, Library Information Specialist 3, Discovery, Acquisitions, and Consortial Services
- Rebecca Harris, Library Operations Manager, Discovery, Acquisitions, and Consortial Services
- Holly Phillips, Principal Lecturer 3, Office of the Dean, Planning and Administrative Services
- Suzanne Schadl, Outreach, Curator, Inter-American Studies
- Anne Schultz, Training and Development Consultant, Instruction Services, Access Services
- Christine Sraha, Library Operations Manager, Discovery, Acquisitions, and Consortial Services

## APPENDIX B. Collection Management Subject Specialists

Subject	Collection Location	Subject Specialist	Rank/Title	UL Department
Africana Studies	Zimmerman	Todd Quinn	Assistant Professor	Outreach
Anthropology/ Archaeology	Zimmerman	Paulita Aguilar	Associate Professor, Curator	INLP
Architecture; Landscape Architecture	Fine Arts & Design	Carroll Botts*	Training & Development Consultant	Instruction Services
Archives & Rare Books	Zimmerman - CSWR	Ann Massmann;  Deborah Cole  Terry Gugliotta	Associate Professor, Reference Librarian Library Information Specialist 3 University Archivist	CSWR & Special Collections
Art, Art Education, Art History	Fine Arts & Design	Kathleen Keating	Professor, Reference Librarian	Outreach
Biology	CSEL	Mark Emmons	Professor, Director	Instruction, Assessment and Science & Engineering Services
Business, Economics, Entrepreneurship/ Finance; International & Technology Management; Organizational Behavior/Human Resources Management; Public Administration	Parish	Todd Quinn	Assistant Professor	Outreach
Chemical & Nuclear Engineering; Civil Engineering; Electrical & Computer Engineering; Mechanical Engineering	CSEL	Lora Leligdon*	Assistant Professor, Data Librarian	Outreach
Chemistry	CSEL	Lora Leligdon*	Assistant Professor, Data Librarian	Outreach
Chicano, Hispano, Latino Studies	Zimmerman	Suzanne Schadl	Assistant Professor, Curator	Outreach – Inter- American Studies
Communications & Journalism	Zimmerman	Lori Townsend	Assistant Professor, Reference Librarian	Instruction Services, Outreach
Community & Regional Planning	Fine Arts & Design	Audra Bellmore	Associate Professor, Curator	CSWR & Special Collections
Computer Science	CSEL	Karl Benedict	Research Assistant Professor	Science Initiatives
Earth & Planetary Science	CSEL	Karl Benedict	Research Assistant Professor	Science Initiatives
Education; Organization, Information & Learning Sciences	Zimmerman	Chris Desai*	Associate Professor, Reference Librarian	Outreach
English Language & Literature	Zimmerman	Susan Awe*	Professor, Director, Outreach	Outreach
Foreign Languages & Literature; Linguistics	Zimmerman	Sever Bordeianu	Professor, Reference Librarian	Outreach
Freshman Experience	TBD	Carroll Botts*	Training & Development	Instruction Services
Geography	CSEL	Karl Benedict	Research Assistant Professor	Science Initiatives
Government Information;	CSEL, Zimmerman	Dan Barkley	Professor, Government	Outreach



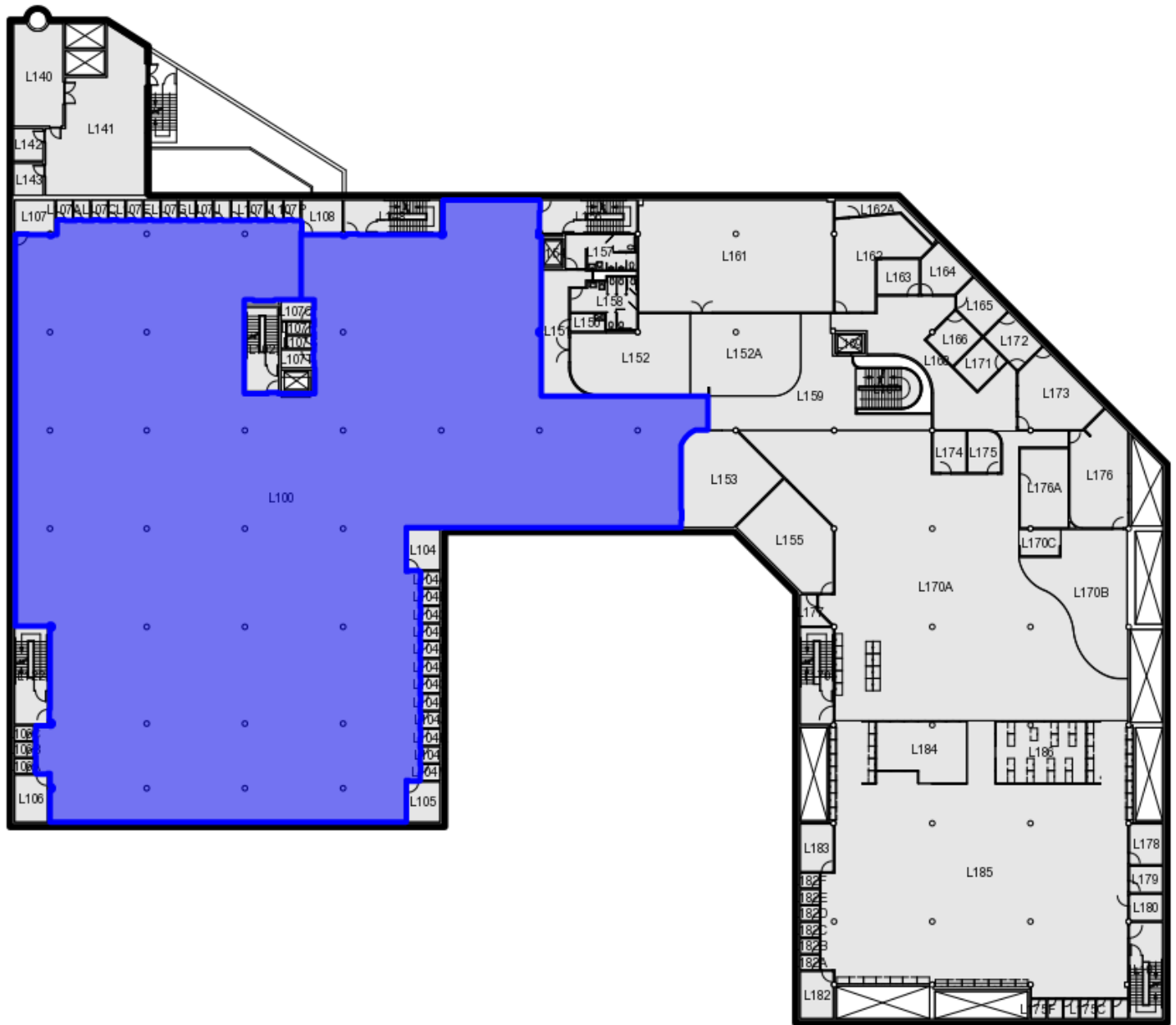
Political Science			Information Coordinator	
History	Zimmerman	Suzanne Schadl	Assistant Professor, Curator	Outreach – Inter- American Studies
Informatics	Zimmerman	Lori Townsend	Assistant Professor, Reference Librarian	Instruction Services, Outreach
Information Systems	TBD	Todd Quinn	Assistant Professor	Outreach
Interdisciplinary Film & Digital Media	Fine Arts & Design	Mark Emmons	Professor, Director	Instruction, Assessment and Science & Engineering Services
Latin American & Iberian Studies	Zimmerman	Suzanne Schadl	Assistant Professor, Curator	Outreach – Inter- American Studies
Library Science	Zimmerman	Amy Jackson	Assistant Professor, Reference Librarian	Outreach
MAGIC	CSEL	Mary Wyant	Library Operations Manager	Access Services
Manuscripts	Zimmerman – CSWR	Beth Silbergleit	Archivist	CSWSR & Special Collections
Mathematics & Statistics	CSEL	Lora Leligdon*	Assistant Professor, Data Librarian	Outreach
Music	Fine Arts & Design	Mary Bruesch*	Library Services Coordinator	Discovery, Acquisitions & Consortial Services
Native American Studies (INLP)	Zimmerman	Paulita Aguilar	Associate Professor, Curator	INLP
Philosophy	Zimmerman	Sever Bordeianu	Professor, Reference Librarian	Outreach
Physics & Astronomy	CSEL	Lora Leligdon*	Assistant Professor, Data Librarian	Outreach
Psychology	CSEL	Lori Townsend	Assistant Professor, Reference Librarian	Instruction Services, Outreach
Religious Studies	Zimmerman	Sever Bordeianu	Professor, Reference Librarian	Outreach
Sociology	Zimmerman	Lori Townsend	Assistant Professor, Reference Librarian	Instruction Services, Outreach
Southwest Studies	Zimmerman - CSWR	Ann Massmann	Associate Professor, Reference Librarian	CSWR & Special Collections
Theatre & Dance	Fine Arts & Design	Amy Jackson	Assistant Professor, Reference Librarian	Outreach
Women's Studies	Zimmerman	Susan Awe*	Director, Outreach	Outreach

\* - Resigned or retired as of December 31, 2014. \*\* -

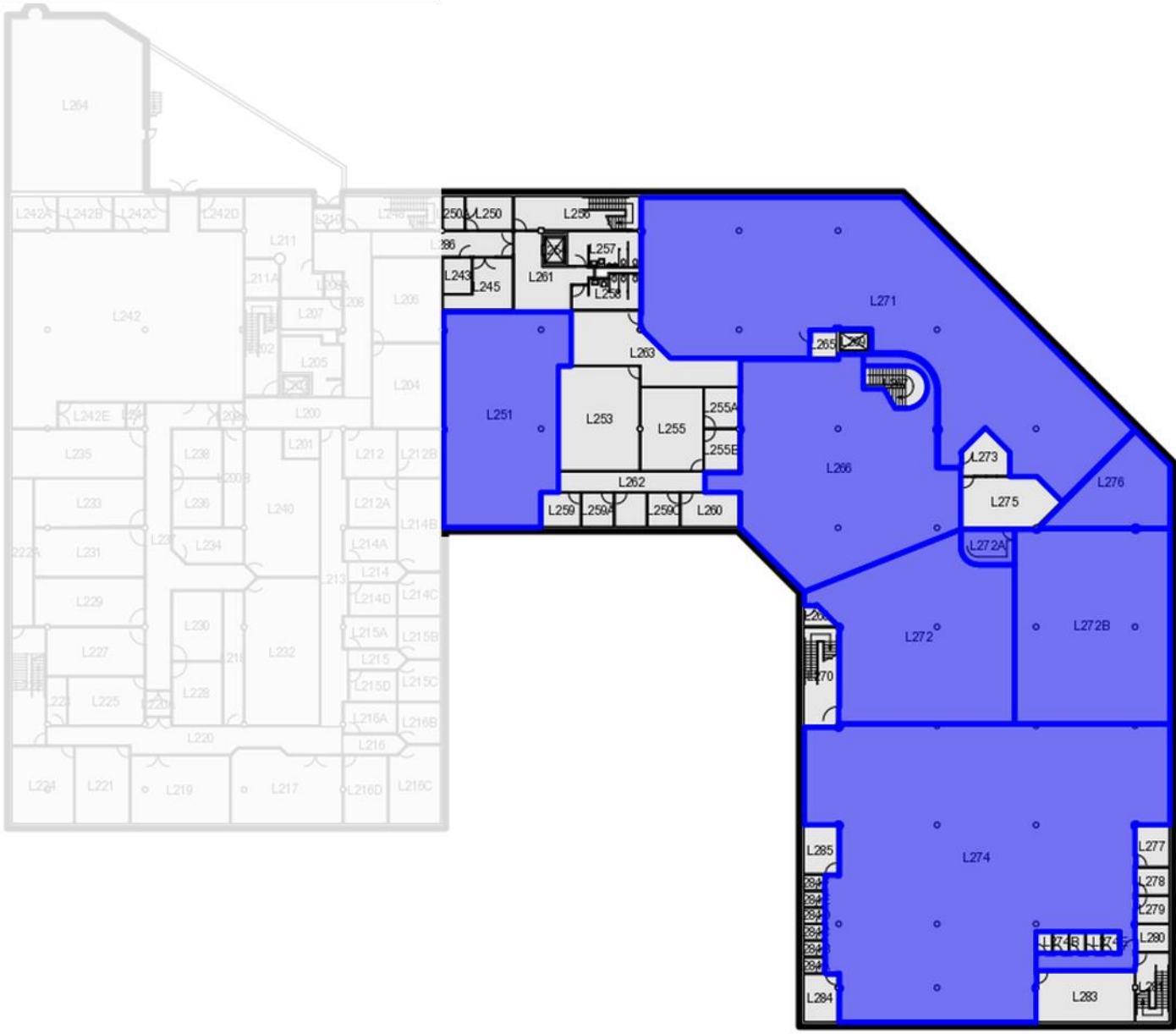
APPENDIX C. Library Facilities with Collections

CENTENNIAL SCIENCE AND ENGINEERING LIBRARY (Electrical and Computer Engineering) Building 0046

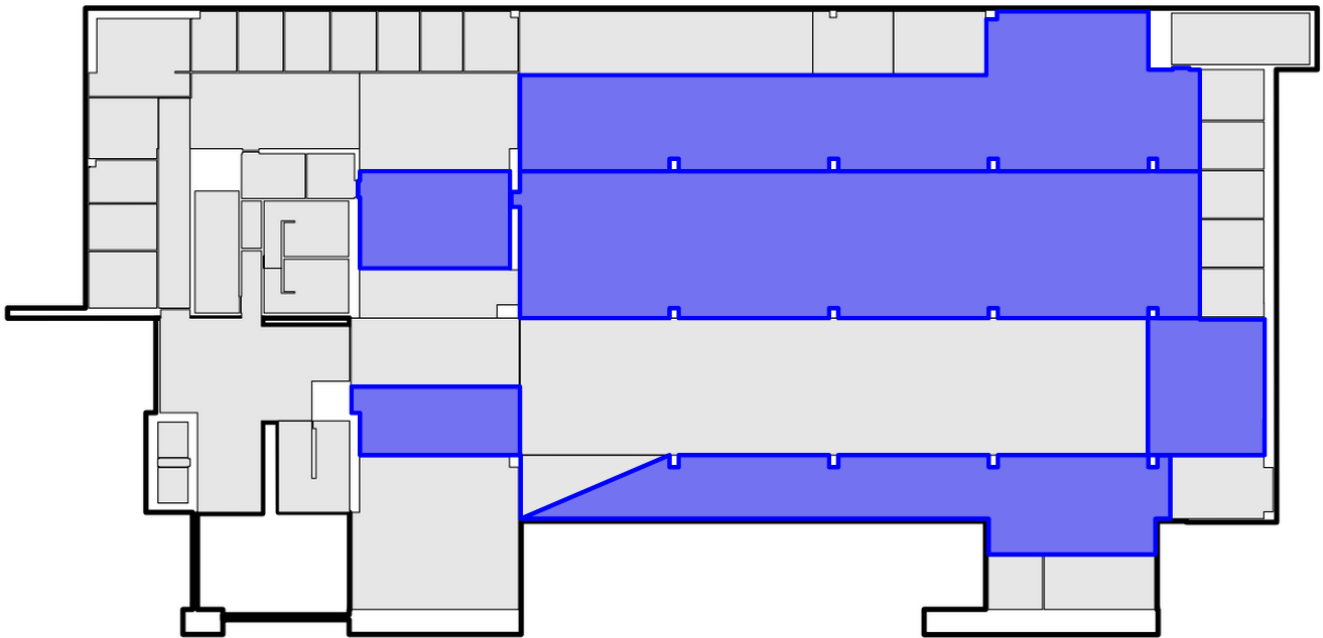
LOWER LEVEL 1



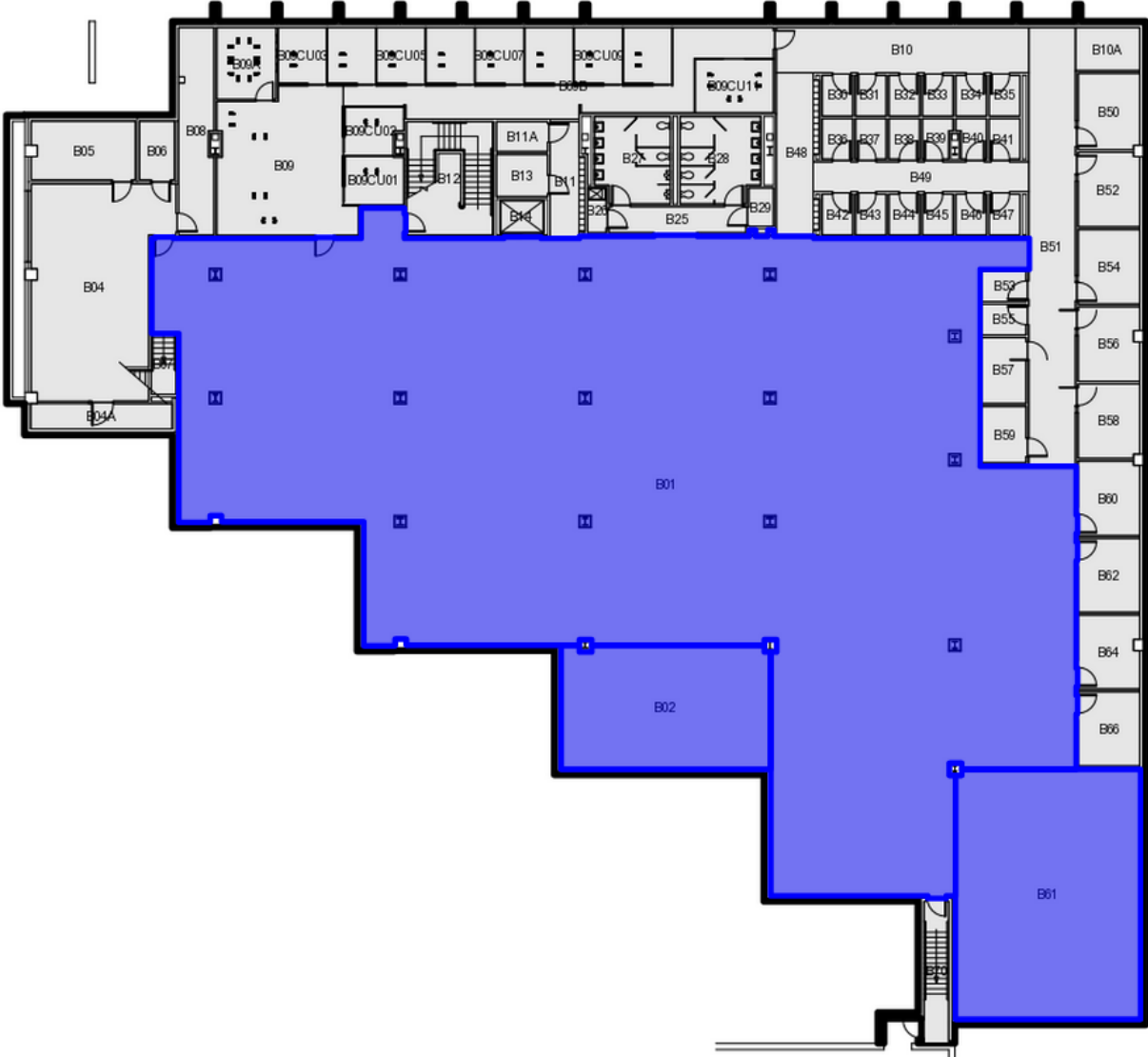
LOWER LEVEL 2



Fourth Floor

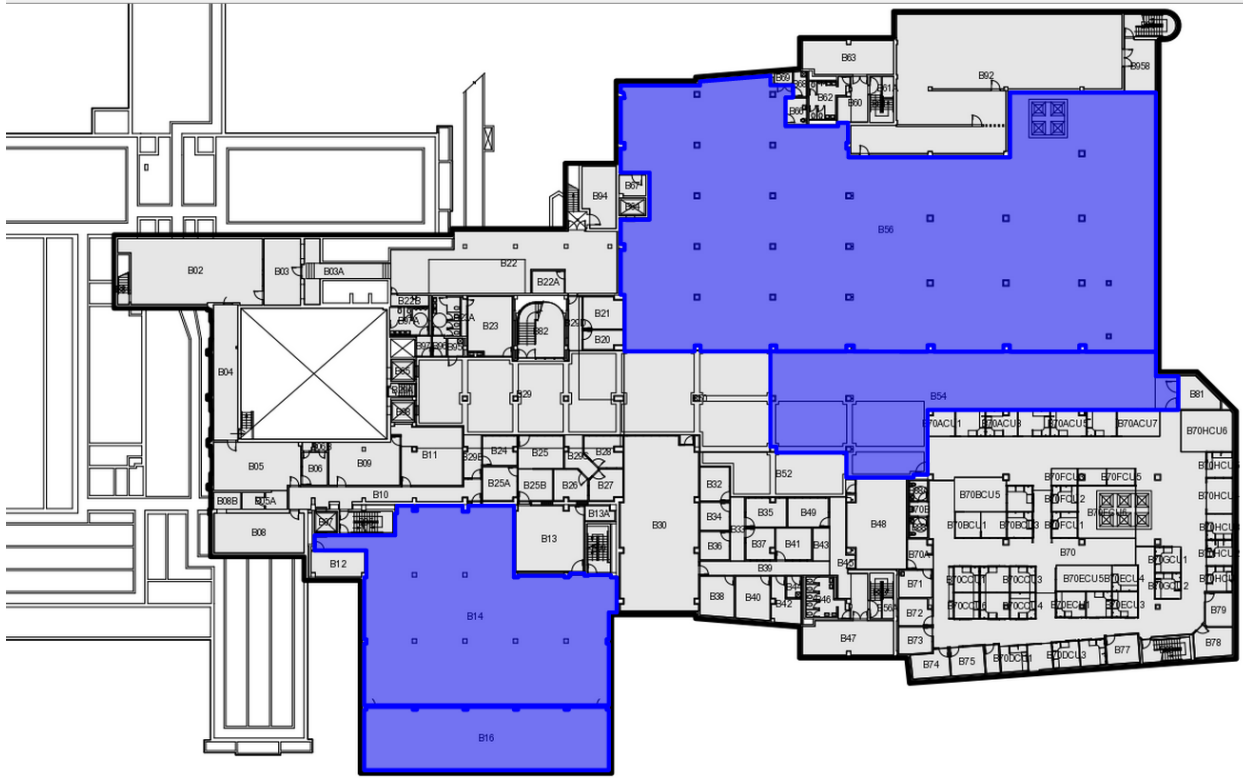


LOWER LEVEL 1

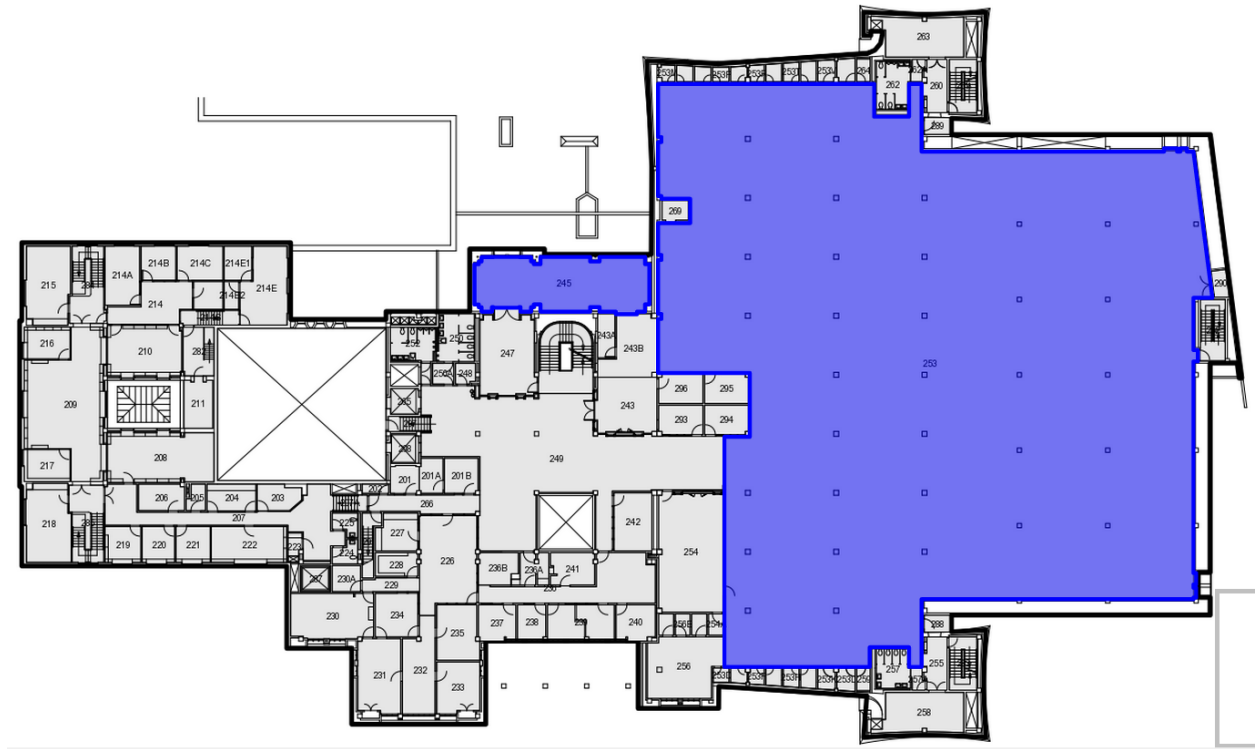


ZIMMERMAN LIBRARY (Building 0053)

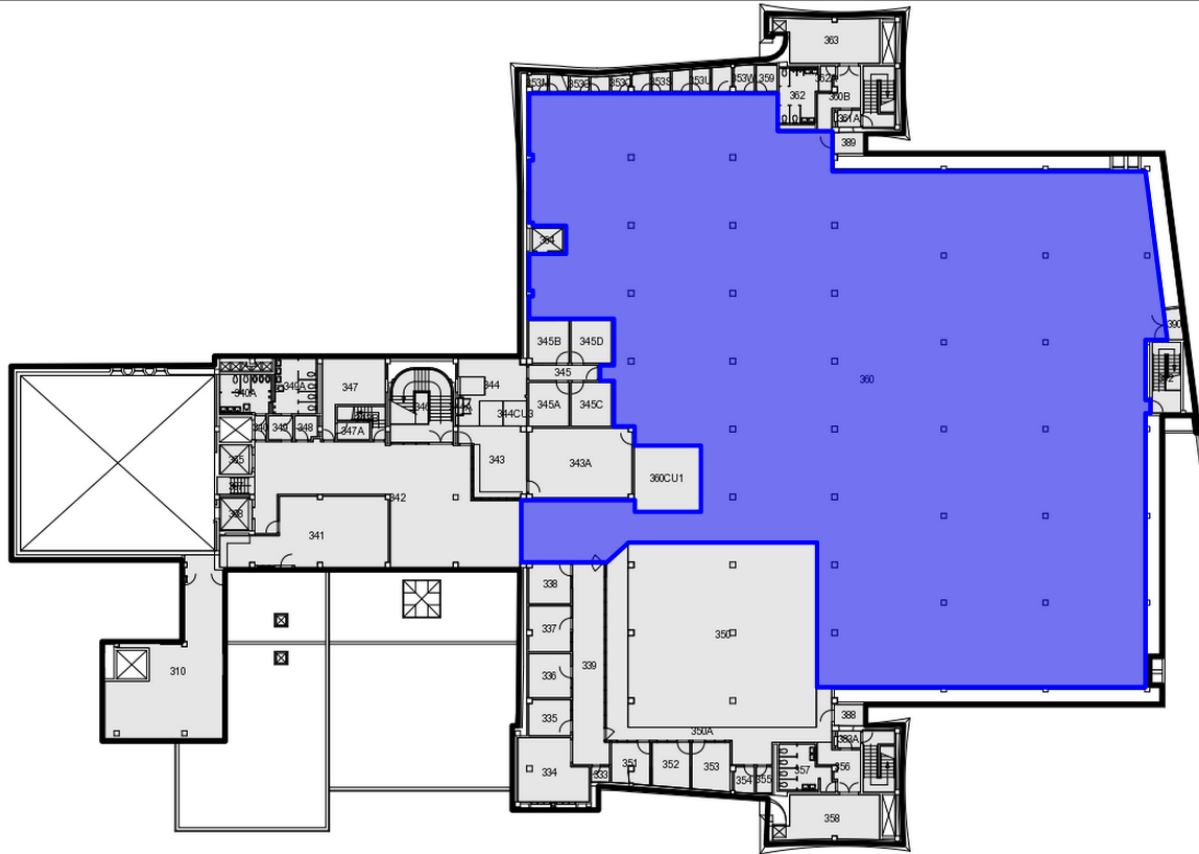
BASEMENT 1



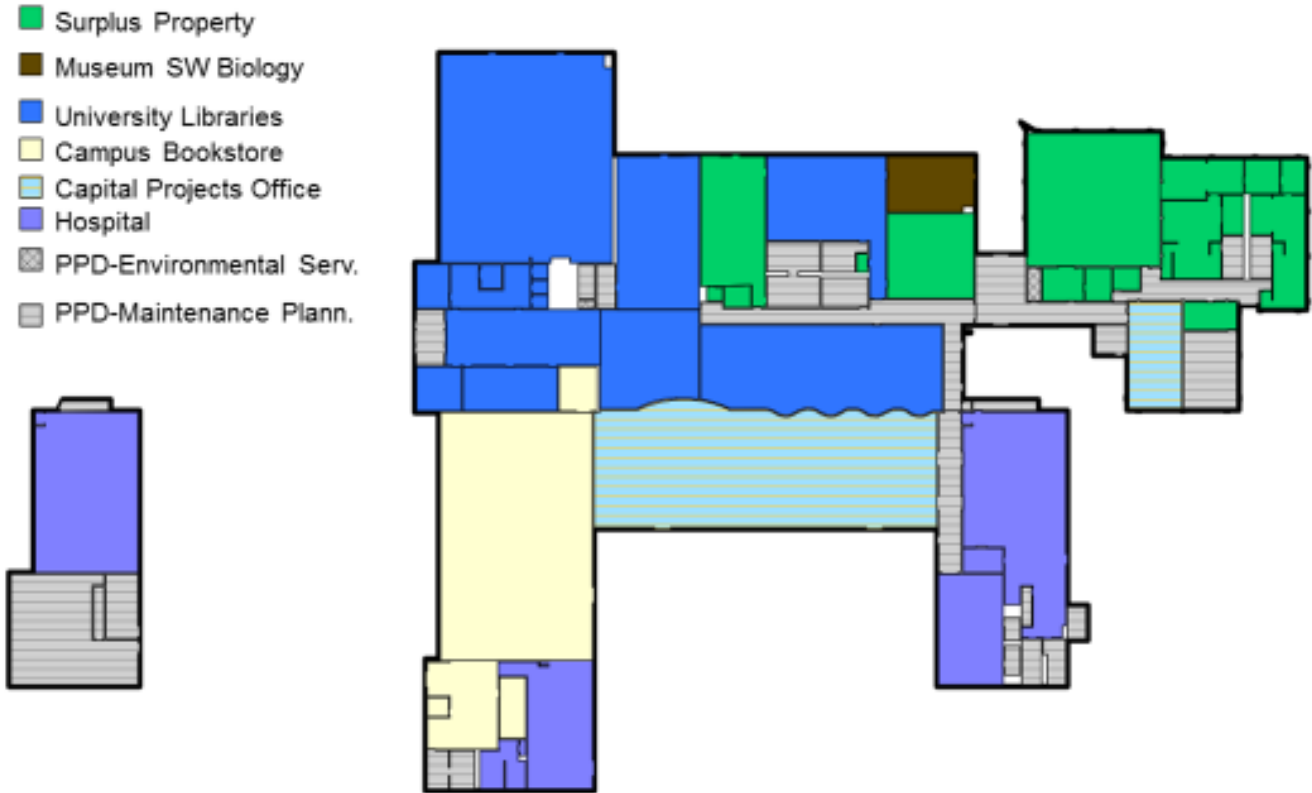
ZIMMERMAN LIBRARY 2<sup>ND</sup> FLOOR



ZIMMERMAN LIBRARY 3<sup>RD</sup> FLOOR







<sup>1</sup> This report and the accompanying data is archived in LoboVault at <http://hdl.handle.net/1928/24378>.

<sup>2</sup> Zimmerman Library Long-Term Facility Master Plan v. 13, <http://hdl.handle.net/1928/24376>.

<sup>3</sup> CSEL Needs Assessment for eScience Mall, <http://hdl.handle.net/1928/24377>.

<sup>4</sup> Annex Planning Group, "Summary of discussion with the Dean at September 26 meeting."

<sup>5</sup> Louis A. Hieb, "A New Service Model and Long-Range Facilities Plan," October 1998.

<sup>6</sup> Tom Dodson and Michael Fischer, "Space Needs of the UNM General Library," February 24, 1999.

<sup>7</sup> Jonathan Porter, and Michael Buchner, "The New Mexico Higher Education Knowledge Archive, March 9, 1999.

<sup>8</sup> UNM General Library Annual Report 1998-1999, p. 14.

<sup>9</sup> CAPS, accessed June 29, 2014, <http://caps.unm.edu/>.

<sup>10</sup> National Center for Education Statistics. Postsecondary Education Inventory and Classification Manual (FICM).

<http://nces.ed.gov/pubs2006/ficm/index.asp>;

<http://nces.ed.gov/pubs2006/ficm/content.asp?ContentType=Section&chapter=3&section=1>.