Edinburgh University Library collections proposed for transfer to the CASS/NLS store

Extract from Edinburgh University Library Committee, 15th October 2003, Agendum 12

LIBRARY ESTATE ISSUES:-

4. The proposals for the Cooperative Academic Store for Scotland (CASS) were turned down by SHEFC, however, the National Library of Scotland is putting in place arrangements to allow Scottish university libraries to store material, initially at its Causewayside building. The materials would continue to belong to the home universities. Edinburgh University Library is keen to be involved in this project from the start, in order to help establish guidelines, including access arrangements, for the CASS material stored in the NLS. We are currently considering the best material to include in CASS, and will bring a paper to the next Library Committee.

Progress update

Since the above report to Edinburgh University Library Committee, further discussion has taken place within the Library and with staff in other libraries involved in the CASS Pilot Project. The Scottish Confederation of University and Research Libraries (SCURL) is working with the National Library of Scotland (NLS) on this pilot project, which involves six libraries, Edinburgh University Library, Glasgow Caledonian Library, St. Andrews University Library, Stirling University Library, Paisley University Library and the RSAMD Library, in an initial two year project to develop a shared off-campus collaborative storage facility and delivery service. As a large research library in close proximity to the NLS in the capital city, it is important for Edinburgh University Library to be involved in this pilot project, although as a member of SCURL we will also be able to influence the development of the initiative.

Material proposed for transfer to CASS

The two collections which have been identified for transfer to the central facility are:-

1. **Science Stores 1, 2, 3, 4 and 5**, which are collections of older runs of science journals and books, currently located in Library Store 2, lower ground floor, Main Library: (1,115 metres including 92 metres of books)

2. **Theses Section 1** collection of archival University of Edinburgh higher degree theses, from 1985 to date, currently located in the closed access area, Special Collections, 5th floor, Main Library: (Approx. 290 shelves (standard) which is 261 metres, with an average estimated annual growth of 15 metres)

The material in the Science Stores was moved from the KB libraries to the Main Library stores as a result of shortages of space for more current material. It is hoped to weed the stock for duplication and short journal runs before transfer to the NLS. Some titles are on permanent loan from Edinburgh Geological Society and Edinburgh Mathematical Society and will need permission from the societies before their transfer to CASS.

At present, both copies of theses in Theses Section 1 and Theses Section 2 are currently shelved together, for the period 1985 to the present date. Having the only two copies of irreplaceable items side-by-side is bad practice in terms of disaster prevention. Staff would need to identify the top copies, where two copies exist, and separate them from the collection. Many Masters theses exist in only one copy, therefore, a decision must be made on whether these single copies are moved to the NLS store. Between 1980 and 1991 the great majority of Edinburgh University doctoral theses were
microfilmed by the British Library Document Supply Centre (BLDSC), and libraries and individuals outside Edinburgh wanting copies from this category need to inquire direct to BLDSC. The advice of Senatus Postgraduate Studies Committee and other relevant University bodies is also being sought on this proposal.

It would be possible for Edinburgh University Library to store a larger volume of material, e.g. other runs of discontinued journals or print runs of journals available electronically, as space is available in the NLS, but at this stage, we would like to pilot the service with these collections.

Cost

At this stage, the cost to the Library will be an inclusive annual charge of £10.00 per metre (plus VAT), based on the rental for shelving space, maintenance and running costs and service delivery. For the Science Stores material this would amount to £11,150.00 per annum. The preferred delivery will be electronic document transfer of material to the desktop of the requestor. The cost for the theses will initially be £2,610.00 per annum.

There will be additional internal costs for removing material from EUL shelves, sorting by size, packing into crates, loading and transporting from EUL to the NLS. It would be advisable to weed the collection before removal. There will be associated cataloguing work before and after the transfer. The total costs for all this work still needs to be identified.

Access

Details of the level of service are still to be finalized and discussions on the service arrangements are ongoing between the NLS, SCURL and EUL, but the expectation is that:-

- A digitized version or photocopy of the relevant article or extract will be sent directly to the requestor, within an agreed timeframe
- Material will be available for consultation at the Reading Room, National Library of Scotland, George IV Bridge.
- The item will be sent by courier (EUL van) to an appropriate EUL site library
- Separate arrangements will be made for theses

Management Arrangements

A contract for CASS is currently being developed. Paisley University Library and the RSAMD Library have already agreed to transfer material to the NLS/CASS store in January 2004 and collections from Stirling University Library may be moved shortly afterwards. The CASS Operations Group will be the arena for the discussion of practical and operational issues relating to the CASS pilot and it will report to the CASS Steering Group. The Steering Group will take responsibility for strategic and policy matters relating to CASS and in turn make recommendations to the full SCURL membership. Edinburgh University Library will be represented on all of these groups.

Edinburgh University Library Committee is requested to support the pilot project and will be kept informed of developments as they progress.

Margaret Dowling
Collections Manager
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