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Introduction

The Rutgers University Libraries (RUL) Library Annex is a remote shelving and storage facility located adjacent to the Libraries’ Technical and Automated Services Building on Davidson Road on the Busch campus. The three-story building opened in 1982 and its back-bay area was renovated in 2002. Items from any Rutgers library on the Camden, New Brunswick/Piscataway, and Newark campus may be transferred and stored at the Annex.

Space has been allocated in the Annex to store approximately 489,000 monographs, periodicals, and government documents on 49,000 linear feet of shelving. Items transferred to the Annex of similar size are shelved together in closed stacks. Materials are available for on-site use, or more commonly they are delivered to a library or articles scanned and delivered to users’ desktops. By shelving low use library materials at the Annex, space is made available in library buildings for frequently used materials, new acquisitions, and user activities.

Space has been allocated in the Annex to store archival materials from Special Collections and University Archives (SC/UA). Archival materials may be confidential or valuable and require special security and handling. SC/UA materials at the Annex do not circulate and are retrieved only at the request of SC/UA staff.
Physical Layout of the Building

The Library Annex is divided into a patron reading room, staff work areas, and material storage and stacks space. The building is equipped with an alarm system with a direct link to the Rutgers University Police Department.

The patron reading room contains worktables, a photocopier, and a public access computer. See the Library Annex’s public web page for a complete description of user services and policies: http://www.libraries.rutgers.edu/rul/libs/annex/annex.shtml.

Staff areas include offices, a circulation desk, a loading dock and shipping and receiving area, supply storage, and material processing space.

The Annex’s materials storage and stacks area is closed to the public. Access is strictly limited to authorized staff by a swipe card security system. The HVAC system in the stacks area was redesigned and upgraded during the 2002 back-bay renovations. Annex staff work closely with Facilities Maintenance Services to maintain and monitor the temperature and humidity in the stacks. The current target temperature is 65 degrees Fahrenheit and 35% relative humidity. Staff use a hydrothermograph to monitor and record temperature and humidity data. This data is imported into charting software to record daily and seasonal variations from the target temperature and humidity.

Staff

An Annex Manager, Annex Assistant, and part-time employees staff the Library Annex. Under the general direction of the Head of Access and Interlibrary Services and the supervision of the Kilmer Library Supervisor, the Annex Manager coordinates receiving, processing, and modifying or creating online records for monographs, serials, and government documents transferred to the Annex collection. The Annex Manager also undertakes projects to make items not yet inventoried available to the public through the Library Catalog. The Manager is responsible for coordinating the movement of library materials to and from the Annex.

Archivists may be assigned office space at the Annex whenever they process archival collections on site. SC/UA staff are responsible for processing and control of archival materials added to the Annex, and for requesting delivery of these materials. Full-time SC/UA staff members can retrieve SC/UA collections from the Annex during its normal operating hours. The Annex Manager coordinates the physical movement of archival materials to and from the Annex.

The Annex Library Collection and Finding Aids

Approximately 64% of items in the Annex have a corresponding record in the Library Catalog. Cataloged items display “Library Annex Storage Facility (Busch)” as the
library and STACKS as the Sub-location. As time and resources permit, staff undertake recon projects to add Annex records to the Catalog.

An Annex code indicating an item’s shelf location is stored in a STAFF Tag comments field in the item record in WorkFlows, and consulted by staff when retrieving materials from the shelf.

Serials stored at the Annex are also listed in a serials kardex, a collection of paper files in file cabinets with a card for each serial title listing its holdings and corresponding Annex codes. The kardex is a convenient resource for staff searching for the location of an Annex serial title. The kardex is also used whenever the Library Catalog is unavailable.

A separate serials kardex lists government document periodicals and monographs released in numbered series in alphabetical order by title or issuing agency. A card file contains brief manual records filed in SuDoc number order for government documents monographs.

The Annex Printout (aka Annex Binders) was last produced in 1989 from the IBM punch cards of items transferred to the Annex. There are two versions of the printout, one sorted by call number and the other by title. For each title listed, the printout includes the author, title, call number, circulation restrictions, and the Annex shelf location. Annex staff consult the Annex Printout to find the Annex location of materials not yet converted to MARC cataloging online. Copies of the printout are located at the Annex and at Alexander Reference.

The Annex shelf list is located in card catalogs in the lobby of the Technical and Automated Services building. The shelf list contains manual cataloging records for Annex titles not yet converted to MARC cataloging. It was updated and maintained through the early 1990’s and is used for recon projects.

The Library Annex Space Tracker (LAST) database was designed and implemented jointly by RUL Systems and Annex staff. The LAST database is used as a tool to track and fill empty space in the Annex stacks so that limited space is maximized. Annex staff annotate the database when items are withdrawn and assign available space to new transfers when they are received.

**Selection Policy for Library Material Sent to the Annex**

The librarian selector responsible for a subject, discipline, or collection initiates the decision to send a monograph, serial, microform, or government document to the Annex. The selector is responsible for interpreting Annex selection criteria and for discussing all transfers with the Head of Access and Interlibrary Services, the, and local technical services staff.

Most transfers to the Annex are part of large library weeding projects with systemwide implications. Projects of any size must be coordinated and scheduled with the Annex,
Access Services, and local technical services staffs. A selector or team of selectors may need to make decisions about uncataloged items, or about other copies and editions of items throughout the library system. Staff time needed to coordinate and support these decisions, create and update records, communicate with staff at multiple libraries, and schedule transfers, must be coordinated with the appropriate participants and integrated with other ongoing project work.

Criteria to consider in determining whether an item should be selected for transfer to the Annex include:

- Last copy of low use items. See the Libraries’ last copy policy: [http://www.libraries.rutgers.edu/rul/staff/collection_dev/policies/last_copy_policy.shtml](http://www.libraries.rutgers.edu/rul/staff/collection_dev/policies/last_copy_policy.shtml). Selectors on all campuses should consider an Annex copy the ‘last copy’ in the system when making decisions to withdraw from their local libraries.

- Infrequent use, which may be determined by circulation activity.

- Older or superseded materials that have enduring scholarly value.

- Age, for example material with pre-1900 publication dates.

- Physical condition of the item. Selectors will consult with Preservation staff about items requiring special handling or security, in fragile condition, damaged, and/or unbindable. These items may only be transferred to the Annex if it is determined they are candidates for preservation.

- Sections of an LC class where there may be no current teaching or research interest but for which there is possible future use.

- Books in uncommon and recondite languages on topics of lesser interest at Rutgers.

Additional Considerations

**Duplication**

Duplicate copies of print titles held at any Rutgers library, including the sending library and the Annex but excluding SC/UA, will not be accepted in the Annex collection. The Associate University Librarian for Collection Development and Management may approve occasional exceptions. Print items in poor condition should be withdrawn if a last copy is to be held at the Annex.

If duplicate copies are discovered at the Annex, the Annex Manager will check for the copy in best condition and will remove other copies from the collection.

If a duplicate copy is discovered at the Annex and another Rutgers library, local technical services staff will coordinate with the selector and keep the best physical copy at one site.
In the case of multiple copies of print serials, local technical services staff check for condition and completeness of holdings, consult with selectors and combine holdings where practical, and will withdraw sets in poorer condition.

Circulation
It is the responsibility of the selector to set the circulation status of items that are transferred to the Annex. In most cases, the circulation status (Y or N) will not change. However, the circulation status of periodicals that are classed LCPER will default to PERIOCL-Y and monographic series will default to BOOK-Y, unless the subject selector decides otherwise. In the case of a noncirculating item or an item in poor physical condition selectors may consider a change to the circulation status as part of the selection process for transfers to the Annex.

Circulating library materials sent to the Annex with unrestricted status are available for use by patrons at any library, for check-out, and for interlibrary loan. Noncirculating Annex titles may be sent to a Rutgers library or a SHARES resource sharing partner library for short-term in-library use, unless it is in poor condition or an oversized format.

Special formats
Selectors or a team of selectors will make the decision about whether microform, electronic access, or another format other than printed book or serial is considered a duplicate before sending a copy to the Annex. The Associate University Librarian for Collection Development and Management is the final adjudicator for any complex situation.

The Annex accepts microforms stored in archival boxes. Microforms will be delivered to libraries with microform viewing and printing equipment for in-library use.

Other special formats, such as 35 mm movie film, DVDs, CDs, and slides, will be considered for storage at the Annex on a case by case basis.

Special formats that accompany a print resource will be accepted.

Descriptive data requirements
Only cataloged items are accepted in the Annex collection. Items with enhanced brief title records are acceptable. Annex enhanced brief title records include a code entered into a 500-level General Note tag, which identifies them as candidates for full-cataloging projects.

Annex enhanced brief title records are created for ‘circ-on-the-fly’ when user requests are received for uncataloged items at the Annex, when uncataloged items are identified that will be sent to the Annex, during transfer projects when it is necessary to enhance records with supplemental information, and during retrospective conversion (recon) projects.
Other
High use items may be transferred out of the Annex and to any Rutgers library at the request of a selector.

Preparing Library Material at the Sending Library

Preparing monographs and classed and unclassed serials for the Annex is a cooperative effort among Access Services staff at the sending library, local technical services staff, and Annex staff.

Local technical services staff and/or the Coordinator of Access Services’ Collection Management Group will make arrangements to update an item’s Unicorn record with (1) a Library Location of ANNEX, (2) Sub-Location of STACKS, and (3) a 928 Bibliographic Level (Local Shelving Note) tag containing the name of the library the item was shipped from and the date of the transfer. Materials are then placed IN-TRANSIT to the Annex and shipped.

If a monograph selected for transfer by a selector is not cataloged, has a brief record that needs enhancing or lacks an item line, local technical services staff will create the enhanced brief record with Annex tag and item line before the item is sent to the Annex. Local technical services staff will revise and remove the MARC Holdings statement for the sending library, and Annex staff will create a MARC holdings statement for the Annex as part of their processing of serial titles.

Receipt and Processing of Library Materials at the Annex

When materials arrive at the Annex, staff take them out of IN-TRANSIT, and using the Library Annex Space Tracker (LAST) database and the height of the item, they identify a space in the collection for the item. An attempt is made to keep serial runs together on the shelf; however when volume size varies, a run may be split and placed on different shelves.

The Library Annex Space Tracker (LAST) database provides a shelving location for the item, which is part of the Annex code that staff place in the Staff Tag in the Item level of the Unicorn record. MARC holdings may be created at this point too. A label is placed on the item with the Annex code and the item is shelved in the collection.

Requesting Annex Materials