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**Project Description**

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**Facts and Figures**

- Provides services and resources to affiliated medical and hospital staff
- Most resources are both requested and sent electronically via email
- In 2016, 2306 article requests were filled in-house

**Outcomes**

- Part of the surplus collection will be claimed by other institutions and libraries
- The library spaces and resources will be more efficiently used
- The library is ready to be moved into the new location

**Process**

**Phase 1: Assess**

- Compare journal collection to catalog holdings. Determine journal priorities.

**Phase 2: Execute**

- Separate surplus journals from keeper journals and move keepers to a separate area.

**Phase 3: Document**

- Compile lists of surplus journals and microfiche for other institutions or libraries.

**Phase 4: Update**

- As items are claimed, update surplus journals and microfiche lists. Update Docline and catalog holdings.

**Downsizing**

- Textbooks -40%
- Shelf Space -75%
- Computers -50%
- Square Footage -75%
- Microfiche -100%
- Journals -75%
- Journals -75%

**New Location**

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