

Moving a Medical Library: Collection Organization and Formalization at Swedish

Project Description

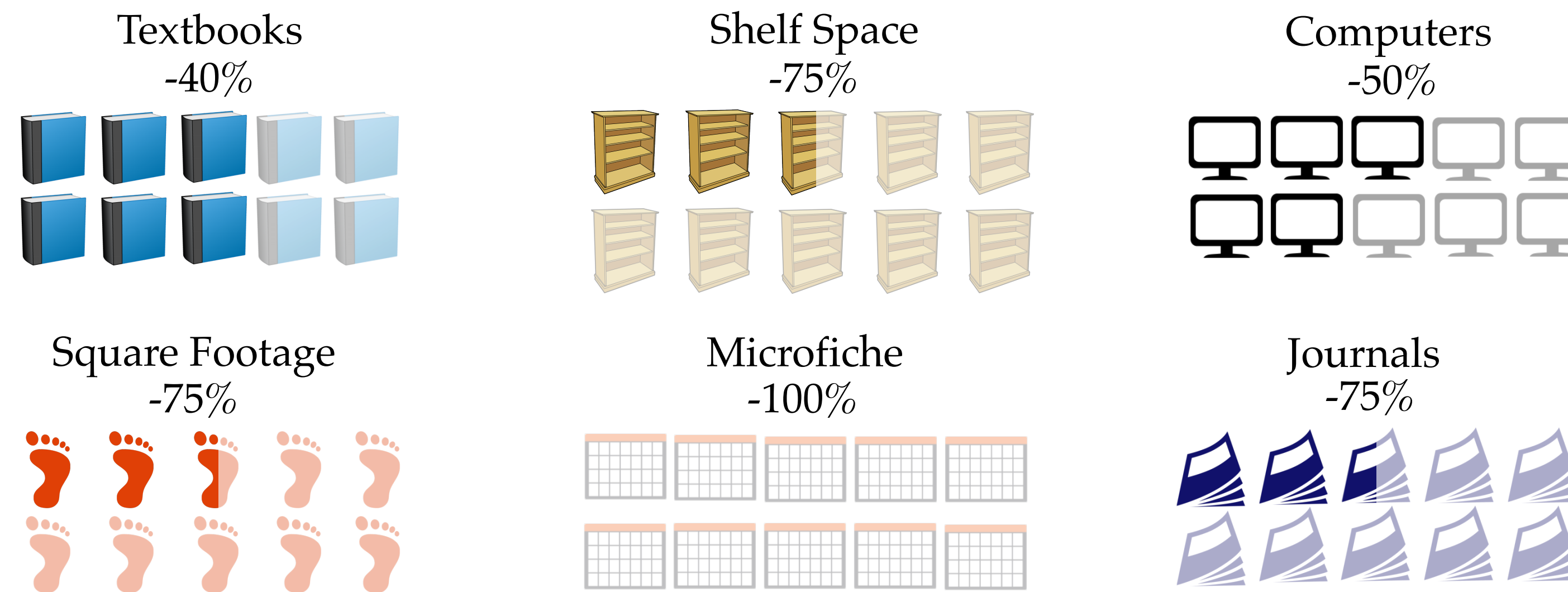


The Swedish Medical Library will be moving to a new and smaller location, due to the demolition of a portion of the 747 Broadway Building. The goal of this project was to drastically downsize the library's physical collections by determining the future needs of the patrons.

Facts and Figures

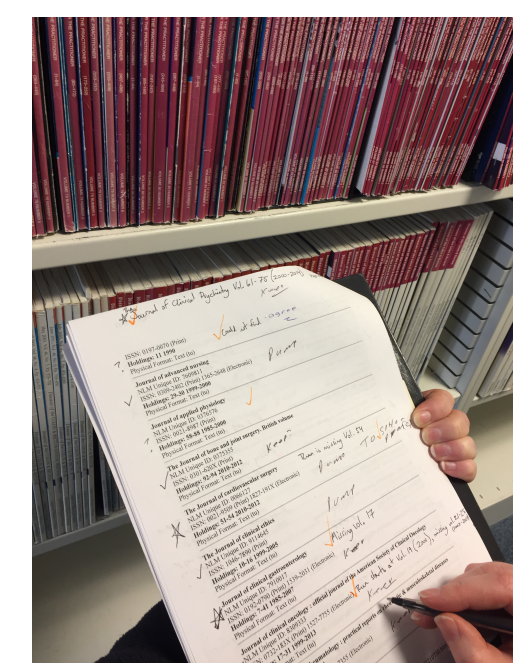
- Provides services and resources to affiliated medical and hospital staff
- Most resources are both requested and sent electronically via email
- In 2016, 2306 article requests were filled in-house

Downsizing

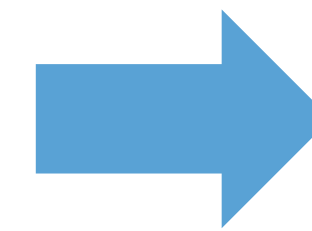


Process

Phase 1: Assess



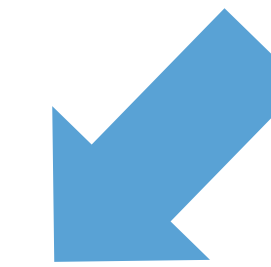
Compare journal collection to catalog holdings. Determine journal priorities.



Phase 2: Execute



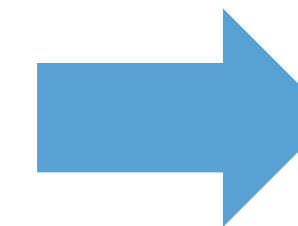
Separate surplus journals from keeper journals and move keepers to a separate area.



Phase 3: Document



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

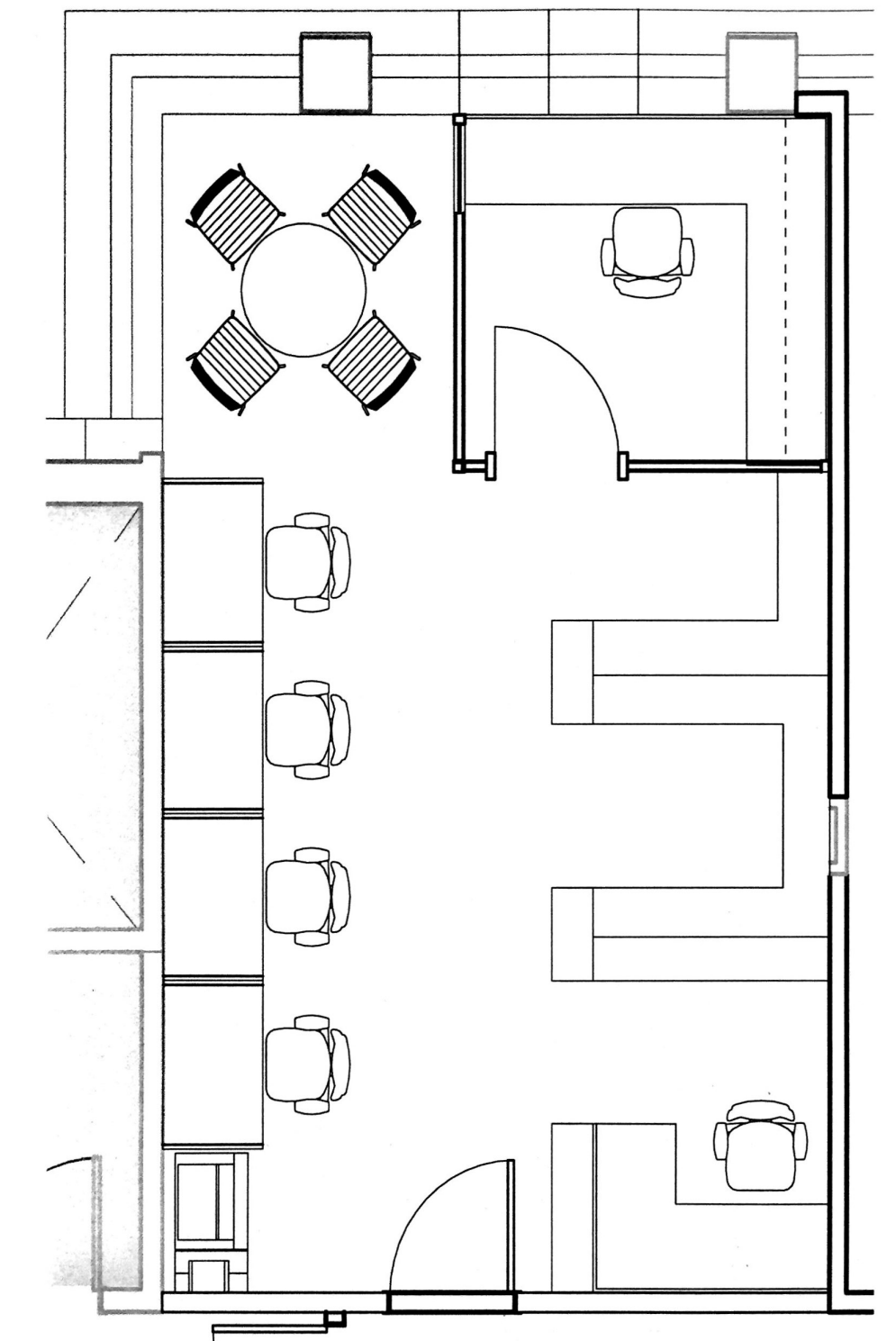


Phase 4: Update

Journal Name	Format
American Surgeon	Print
Anesthesia & Analgesia	Print
Annals of Allergy, Asthma, & Immunology	Print
Annals of Emergency Medicine	Print
Annals of Neurology	Print

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

New Location



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

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