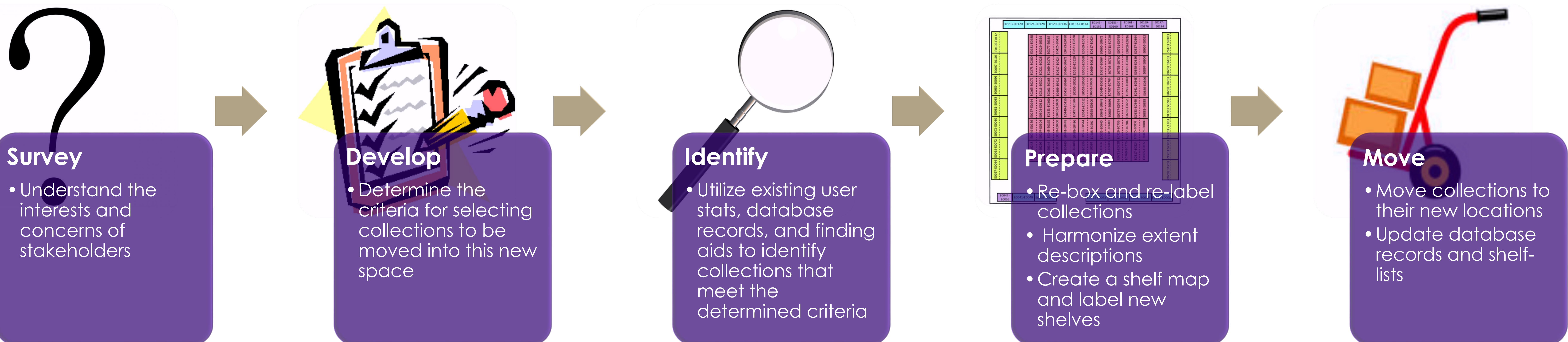


# SPACE MANAGEMENT IN THE ARCHIVES: WHAT GOES WHERE? HOW? AND WHY?

## Description

University of Washington Libraries' Special Collections is the largest repository of its kind in the Pacific Northwest. After receiving a Capital Projects Award from UW Libraries to fund the installation of compact shelving in a room in the sub-basement of Allen Library, it added 3,000 cubic feet of shelving space for its archival collections. With newly acquired archival collections arriving daily and available space at a premium, the department needed a plan for how this new space was to be used and a person to help implement that plan.

## Process



## Outcomes

- Gained 850 cubic feet of shelving space for archival supplies
- Freed-up more than 1,500 cubic feet of shelving space in the department's most accessible shelving area
- Updated and harmonized extent descriptions for approximately 800 collections
- Re-labeled 400 collections
- Developed a digital shelf-list
- Created a list of available shelves to speed-up the accessioning process



## Next Steps

- Identify additional collections to be moved
- Continue to monitor environmental conditions
- Develop criteria for the contents of each shelving area in UW Special Collections
- Perform a shelf reading of all onsite archival storage areas
- Create a list of available shelves in each storage area