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.

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

Process

Survey
• Understand the interests and concerns of stakeholders

Develop
• Determine the criteria for selecting collections to be moved into this new space

Identify
• Utilize existing user stats, database records, and finding aids to identify collections that meet the determined criteria

Prepare
• Re-box and re-label collections
• Harmonize extent descriptions
• Create a shelf map and label new shelves

Move
• Move collections to their new locations
• Update database records and shelf-lists

BEFORE

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

AFTER

Emily Spracklin, MLIS 2016