Packet for Depositing Libraries

Contents

- An Introduction to MLAC page 2
- Item Selection Criteria page 3
- Completing the Deposit Request Form page 4
- Other Issues page 6
- Requesting Items from MLAC page 6
- Returns to Depositing Library page 6
- Bibliographic & Holdings Records page 7
- Operating Principles and Guidelines page 8
- MLAC location map page 11
- Memorandum of Agreement page 13
- Minnesota Library Access Center Deposit Worksheet page 14

August, 2012
An Introduction to MLAC:

Minnesota Library Access Center is operated by MINITEX Library Information Network that provides a secure, climate-controlled environment for high density storage of important but less frequently used collections owned by libraries throughout Minnesota. Materials in MLAC are available to all Minnesota residents and students.

MLAC provides:

- Storage for approximately 1.2 million volumes from around the state.
- A constant year round temperature of 62 degrees F and an average humidity of 50%.
- Collection security through a sophisticated key card system and no direct public access to the shelves.

How MLAC Works:

- Materials are sorted by both width and height to achieve the highest storage density possible.
- Items are then placed in acid free cardboard trays.
- Each tray is assigned a shelf location. Every item in the tray receives a label that identifies the tray in which it is stored.
- The record for each item in a tray is updated to indicate the assigned tray as the item call number.
- The tray is shelved in its designated location.
- MLAC staff can process up to 30,000 items a month.

MLAC Limitations:

- MLAC is designed for paper based storage. Its ability to handle other materials or even non-standard paper formats is limited. A decision to accept those materials is made on a case-by-case basis by MLAC staff.
- At the present time, MLAC does not provide preservation services for deposited materials. However, MLAC staff can advise libraries on best practices for evaluating condition, cleaning, and protecting the text block of items for deposit.
- Periodicals are limited to either use in Andersen Library or photoduplication of articles. Ready access to periodical articles is an important factor for all library users.
Item Selection Criteria

Books, magazines, and other library materials may be stored in MLAC. Deposited items must have been determined to have lasting value; permanent storage is not a substitute for responsible de-acquisition decisions. The staff reserves the right to reject material, which, in its judgment, is either too fragile for use, is in very poor condition, or is not suitable for high density storage. Retention of multiple copies is at the discretion of the MLAC staff. Libraries electing to deposit material in MLAC will retain ownership of their materials.

Types of material suitable for MLAC storage:
MLAC is only suitable for storing low use items.

All print-based materials will be considered for deposit. While MLAC is designed primarily for print and paper-based materials, other formats will be accepted if they meet the standard for high density storage.

An item is a candidate for high density storage if it can be sorted by its physical factors to fully utilize shelf space. Examples of formats not suited for high density storage are motion picture film, maps, and data tapes. Items can be rejected if the physical dimensions of the collection or the weight of the media make high density storage impractical. A few non-standard items from an otherwise acceptable collection may be included if approved by MLAC staff.

Material Types
- Books – yes
- Unbound periodicals – with limitations
- Bound periodicals – yes
- Bound newspapers – with limitations
- Unbound newspapers – no
- Archival collections – no
- Realia or artifacts – no
- Microfilm – with limitations
- Photographic film (all types) – no
- Microformats – with limitations
- Video or audio tape – no
- Data tape – no
- Maps – no

Condition of Material
All items must be free of loose dust and debris. No items with mold, mildew, or insect infestation will be accepted. Items must either have an intact text block or appropriate enclosure. Items with detached pages are allowed provided the pages remain in the text block.

Duplicate or Multiple Copies
MLAC staff reserves the right to reject an item if a duplicate item in better condition has been deposited.
Completing the **Deposit Request Form:**

Once a library identifies material to store in MLAC, staff should complete and submit the Collection Deposit Worksheet at the end of this packet. Please submit the form at least 30 days in advance of planned collection delivery. Depending upon workload, MLAC staff may limit the amount of material that can be delivered at one time.

Complete this form even if you are unsure whether the format or condition of materials meets storage criteria. MLAC staff will try to accept various formats if the material can conform to high-density storage requirements and meet other requirements for deposit.

**Description of materials to be Deposited:** Include the format and type of material, the collection of origin, and a general description of condition. For example:

- Bound periodicals from local storage, brittle paper but intact text blocks.

  ~ or ~

- Newspapers on 3.5 inch microfilm reels, each reel separately boxed from library’s periodical collection.

**Estimate of Quantity:** This is required so MLAC can estimate the amount of space the collection will require and estimate the time it will take to process. Any of the three measurements listed on the Deposit Request Form are acceptable. *Please note: we cannot accept title counts.*

**Loan Period:** Except for periodicals, which are limited to photocopy or Andersen Library use only, the depositing library can specify either a 6 week loan to all borrowers or a six week loan for “In Library Use Only” at the requesting library. Materials that have different lending policies should be packed separately and indicate which loan length applies.

**Format Exceptions/Special Needs:** If the items to be deposited are all or in part non-paper based or have at least one dimension greater than 32 cm., note that here even if it is mentioned under the description of materials. Also list any special requirements for handling or storage.

**Requested Delivery Date:** This is the approximate ideal date for the depositing library to deliver the materials to MLAC. *The actual date will depend on MLAC workload.*

**Delivery Method:** The depositing library is responsible for all costs associated with delivery of material to MLAC. MINITEX will assist in arranging delivery if requested.
Deposit Request Approval: After the Minnesota Library Access Center Collection Deposit Worksheet is received by MLAC staff, it will be reviewed to assure that the material is suitable for high density storage, that the records format is compatible, that the required shelf space is available, and that the delivery date does not conflict with other collection deliveries. Any questions or problems must be resolved before the request is approved. MLAC staff will make a concerted effort to fulfill a request, but it may be necessary to develop a creative solution or compromise. Once approved, a memorandum of agreement will be prepared for signing by MINITEX and the depositing library.

Collection Preparation: Before a collection is moved, it must be dusted and inspected for mold or infestation. Under no circumstance will items with obvious mold bloom or active insect infestation be added to MLAC. If possible, collections should be kept in shelf order during preparation and the move. MLAC will page materials from collections held for processing.

Local Records: The decision to maintain records for MLAC items in the depositing library’s catalog is at the discretion of library staff. Please remember that the depositing library retains ownership. If local records are maintained, MLAC advises but does not require that the records indicate both local ownership and off-site storage.

Delivery Arrangements: Shipping costs depend on weight and distance. At the present time MINITEX can assist in getting hundred-weight U.P.S. delivery at a competitive cost. Twin Cities area libraries may choose to arrange direct delivery of their materials to MLAC. In all circumstances, MLAC should be notified of the delivery arrangements and estimated time of arrival at MLAC. MLAC is a secure facility and deliveries could be held up if the transport cannot enter the facility.

Packing items for MLAC Delivery: Unless a professional moving company is hired to haul the collections, the job of packing is the depositing library’s responsibility. An inventory is not required by MLAC but may be done if considered useful by depositing library staff. There are three options for packing:

Gondolas: These resemble oversized book trucks made of plywood. Because of the high capacity and ease of loading, this method is ideal for moving a large number of volumes. MINITEX has access to a few gondolas for local use or they can be rented from moving companies (depending on the moving company, these are also known as carts, box trucks, or book trucks). Transporting gondolas requires a loading dock at the depositing library and a container truck. Remember that rented gondolas must also be returned to the rental company.

Boxing: This is a simple option that can get complicated and time consuming. Please use boxes that have uniform dimensions and are no larger than 1.75 cubic feet. Pack the boxes as full as possible. During transport the boxes will likely be stacked; boxes of different sizes or not completely filled increase the chance of boxes falling over and damaging the contents. Label the boxes sequentially. It is not necessary to indicate the total number of boxes on each box, instead include a separate total count.

MINITEX Bins: Small quantities of books for MLAC can be added to the MINITEX courier bins but must be clearly marked for MLAC accession.

Shipping Manifest: Please include a separate manifest indicating the total number of gondolas or boxes shipped, the library of origin and a contact person. Attached is a map and directions to the MLAC loading dock for delivery personal.
Other Issues

Imbedded Security Devices such as tattletape are not a concern for MLAC. MLAC staff accepts material with or without these security measures. However, since MLAC does not de-sensitize or de-program items, this may cause conflicts with a borrowing library’s security control system.

Preservation or Conservation is not provided by MLAC. This includes phase conservation measures such as portfolios or enclosures. MLAC staff may be able to assist depositing libraries in preparing items provided arrangements are made in advance.

Ownership is retained by the depositing library. This means that the depositing library can return to its on-site collections anything it has deposited in MLAC.

Items not Returned by Patron conforms to other MINITEX policies or arrangements.

Requesting Items for Use from MLAC

General Requests
All library users can request materials from MLAC via MINITEX. However, use of periodicals is restricted to Andersen Library or photocopying. Items that are limited to “In Library Use Only” can be delivered off site for use in another library. Patrons intending to use items at Andersen Library or a University of Minnesota, Twin Cites Campus library should request items at least one day in advance via the online MLAC request form available through the University Libraries’ web site. Please advise users that MLAC staff pages Monday through Friday only and is not able to offer on-demand paging at this time.

Direct Requests
Libraries may directly request items they have deposited into MLAC this includes items that would not normally circulate. Request should be submitted via email to mlacreq@umn.edu. The request should include the title, author, any volume number, and the local item barcode. The request should also list the name of the library. Email requests are paged mornings, Monday through Friday and delivered through the standard MINITEX delivery route.

Permanent Return of Items to Depositing Library

These are the main conditions under which items may be returned to the depositing library:

- The depositing library can reclaim any item it has placed into MLAC for any reason.
- MLAC staff may return to the depositing library items that are found to have high use by the depositing library’s patrons.
- The item is found to be unsuitable for MLAC storage.

Items to be returned to the depositing library will be de-accessioned from MLAC and delivered to the library through the most cost-effective means.
Bibliographic & Holdings Records

1. General Policy

Depositing Libraries normally do not need to supply bibliographic records. Electronic copies of bibliographic records are necessary for titles or collections not held by the University of Minnesota Twin Cities Libraries or listed in either OCLC or RLIN.

2. Records listed in the University of Minnesota Catalog

Records for all titles in MLAC will be included in the University Libraries – Twin Cities catalog, popularly known as MnCAT. Items from Greater Minnesota libraries in MLAC will be listed in MnCAT either by:

- Using existing bibliographic records but adding a unique holdings record indicating the library of origin.
- Importing from OCLC or RLIN the bibliographic record and adding a unique holdings record indicating the library of origin.

3. Record Selection

MLAC staff will attempt to choose the bibliographic record that matches the description in the online catalog of the depositing library. Some fields such as call number and local notes are not considered when selecting the bibliographic record.

4. Volume Holdings

MLAC staff will create MARC holdings records for sets and serials. Summary holdings data for these records will appear in the public OPAC. For large serial sets, MLAC may maintain individual volume information in a separate database not available to the public. In these instances, summary holdings will display in the OPAC but not individual items.

5. Call Numbers

Each item will be assigned a call number that designates its zone, row, division, shelf, and tray location in the MLAC cavern. E.g.:ZA R10 D30 S01 TC = zone A, row 10, division 30, shelf 1, tray C. This is also known as the tray number.

6. Circulation Barcodes

MLAC staff may attach Code 39 circulation barcodes to items for inventory control within MnCAT. Both tray labels and item barcodes will be labeled Minnesota Library Access Center to assist with return of materials to the correct location.

7. Availability of Recent Deposits

Items are unavailable for paging until fully accessioned into MLAC. Processing can take anywhere from three days to several months depending on the quantity deposited at one time. Large deposits at one time will be stored in MLAC as staff work through the backlog. The type of material also effects processing time. In general, serial sets can be processed faster than monographs.
Minnesota Library Access Center
Operating Principles and Guidelines

September 19, 2011

1. Minnesota Library Access Center
Introduction: The Minnesota Library Access Center (MLAC) is the state and university funded cornerstone of Minnesota libraries’ efforts to provide cost effective storage, provide access, preserve, promote the use, and ensure the long term survival of the knowledge and culture contained in the collective library resources drawn from multiple library collections throughout the state.

1.1 Description: MLAC is a University of Minnesota facility located on the Twin Cities campus and incorporated into the Elmer L. Andersen Library complex. Completed in 2000, the Elmer L. Andersen Library was funded through bonds approved by the Minnesota Legislature in 1996. MLAC operates as an integral unit of the University of Minnesota, Twin Cities Libraries. MLAC staff and leadership report administratively to the University Librarian. Minitex, a division of the University Libraries, manages all MLAC operations.

1.2 Vision: MLAC will be a leader in the Nation’s stewardship efforts to provide access to and preserve collected library resources in all subject areas with a focus on the unique and at-risk materials held in Minnesota libraries. MLAC will optimize collection storage through collaborative collection development and management emphasizing unique state holdings and enabling effective local collection management of Minnesota’s libraries.

1.3 Mission: MLAC will provide environmentally controlled high-density storage, technical processing, and access services for lesser used, print library materials acquired by Minnesota libraries. MLAC will collaborate on a regional and national level with digital and traditional preservation efforts.

1.4 Governance: The University Librarian, University of Minnesota Libraries (Twin Cities) has MLAC leadership and administrative oversight responsibility. Assisting the University Librarian and the Minitex operational unit is the MLAC Advisory Board. The Advisory Board advises on vision and mission, policy development, guideline development, advocacy efforts, and external agreements on behalf of Minnesota libraries. The MLAC Advisory Board members represent MLAC collections and key Twin Cities Libraries work units and are appointed by the University Librarian.
2. Obligations of Depositing Libraries
2.1 Materials Appropriate for Deposit: Candidates for high-density storage include books, bound periodicals, and loose periodicals which can be categorized and stored with other materials of similar characteristics. Examples of formats not suited for high-density storage at this time are archival materials, media formats, and maps. Note: Exceptions to normal material acceptance criteria will be made at the discretion of MLAC staff but potential deposits must be approved in advance by MLAC staff.

Other requirements for deposit:

- Available for patron use, either for loan or for use on-site in MLAC reading room.

- Suitable for use. Books in fragile condition or slightly damaged should be protected in acid-free boxes, envelopes, and other enclosures to preserve the dust-free environment. MLAC staff shall have discretion to accept or return items lacking appropriate enclosures.

- Free of mold, insect infestation, or loose debris.

- Compatible with high-density storage practices.

2.1.1 Non-duplication of MLAC Holdings: Items that duplicate MLAC holdings are not accessioned and will be returned to the depositing library or discarded with the approval of the depositing library.

- Monographs - books are considered duplicate that have the same title, edition, date, and publisher.

- Periodicals – duplication is determined on the basis of title and volume already accessioned. Depositing libraries should consult with MLAC staff in advance of shipping.

2.2 Memorandum of Agreement: By agreement MLAC is a shared collection. MLAC retains lesser-used library resources to provide for access and use for the long term. Prior to sending items for deposit, libraries must agree to maintain deposited items in MLAC for a minimum of 25 years by submitting a signed Memorandum of Agreement.

2.2.1 Frequent Use: MLAC provides high density storage for lesser used materials from Minnesota libraries. If usage exceeds a threshold deemed inappropriate for this type of storage, MLAC may at its sole discretion return materials to the depositing library.

2.3 Ownership of Materials: Depositing institutions retain ownership of materials deposited in MLAC. Volumes should be property stamped or otherwise labeled for ownership.

2.4 Bibliographic Records: All deposited material must have machine-readable bibliographic records conforming to cataloging standards and University of Minnesota Twin Cities (UMTC) protocols.
2.5 Liaison: Depositing libraries shall designate a MLAC liaison with whom the MLAC manager and/or staff can coordinate activities and resolve record problems or other issues.

2.6 Shipping: The depositing library is responsible for delivery of deposits to MLAC including packing, transport to MLAC, and all costs associated with these activities.

3. MLAC Responsibilities

3.1 Advise Depositing Libraries: MLAC staff will work with depositing libraries to coordinate activities including:
   - Determining quantity that can be deposited.
   - Setting a delivery schedule.
   - Assessing special requirements or requests by the depositing library.

3.2 Accessioning Deposits: MLAC staff will:
   a) Process items for storage, which includes inspecting, sizing, boxing and shelving.
   b) Create appropriate cataloging records for MnCAT (University of Minnesota Libraries' catalog), in accordance with national and UMTC policies and protocols.
   c) Implement a record-keeping process for stored materials to ensure timely and accurate retrieval.
   d) Maintain collection and usage statistics.

3.3 Maintenance of the Collection/Preservation: MLAC staff will monitor the facility for climate control, fire protection, and security safeguards. Deposited materials will be handled in a manner consistent with accepted preservation practices.

3.4 Access and circulation: Direct library patron access is not allowed due to the design of the high density storage area. Primary access to materials deposited in MLAC is through lending, scan/electronic delivery, and photocopy services to individual users or through their local libraries. All onsite users may use the MLAC reading room for any MLAC materials during public hours.

3.4.1 Lending: Lending is dependent on the type of item and the requirements of the depositing library. In general:
   - Monographs circulate for the standard UMTC loan period or regular interlibrary loan period.
   - Periodicals do not circulate except to the depositing library. Titles deposited by UMTC are the exception and have a one week loan period.
   - Reference Material circulation is determined by the depositing library.
   - Rare materials designated by the depositing library, do not circulate.
3.4.2 Onsite Use: MLAC maintains an unstaffed reading room for onsite use of non-circulating and other materials. A self-service photocopy machine is also available.

4. Role of MLAC: The MLAC vision is to be a leader in cooperative stewardship of library resources and seeks to leverage its resources to participate in regional and national print retention and preservation efforts. This vision requires a repositioning of MLAC from a shared facility for Minnesota libraries to a shared collection benefiting a national community.
From St. Paul:

Take I-94 West to the Cedar Exit. Turn right on Cedar and go to Washington Avenue. Turn right on Washington Avenue and then left onto 19th Avenue South. Go one block to the intersection of 19th Avenue South and 2nd Street South where 19th Avenue South splits into two roads. Follow the road north for one block and then take a right at 1st Street South. Continue along 1st Street South as it gradually curves south until you reach the portal entry of the Cavern Level.

From Minneapolis:

Take I-94 East to the junction of 35W North, take the 35W exit and remaining in the far right lane take the 3rd Street/West Bank/East Bank Exit following the West Bank Exit to Washington Avenue. Turn right on Washington Avenue to the 7 Corners junction and turn left onto 19th Avenue South. Go one block to the intersection of 19th Avenue South and 2nd Street South where 19th Avenue South splits into two roads. Follow the road north for one block and then take a right at 1st Street South. Continue along 1st Street South as it gradually curves south until you reach the portal entry of the Cavern Level.

*If the service door is locked, call the posted numbers for access.*
Minnesota Library Access Center
Memorandum of Agreement

September 19, 2011

The intake, processing, long-term storage, and mediated access to collections deposited in the Minnesota Library Access Center (MLAC) are services provided at no cost to the depositing library. Deposits are accepted into MLAC based on available storage space and appropriateness for MLAC as described in the MLAC Operating Principles and Guidelines. The depositing library agrees to the following:

Deposited items will remain in MLAC for a minimum of 25 years during which time items can only be permanently withdrawn by mutual agreement between MLAC and the depositing library.

Deposited items become part of a shared collection, enabling local collection management decisions for Minnesota Libraries and accruing benefits to the state and national network of libraries.

Deposited collections will continue to be owned by the depositing library.

The collections will be managed, and access provided, according to the approved guidelines documented in the MLAC Operating Principles and Guidelines.

The University of Minnesota, Twin Cities online catalog and MnLINK gateway will include records for all materials stored in MLAC.

The depositing library assumes all responsibility for all costs associated with delivering materials to MLAC.

The depositing library will accept the return of items determined by MLAC to be unsuitable for storage or allow alternate disposition of the materials including discard. The depositing library agrees to cover shipping cost for these items.

This agreement extends to all present and future deposits into MLAC.

Any change in this agreement must be requested in writing and approved by the MLAC Advisory Board.

DEPOSITING LIBRARY
Institution ______________________________________
By __________________________________________ Date ______________

MINNESOTA LIBRARY ACCESS CENTER
By __________________________________________ Date ______________

William DeJohn
1. Description of Materials to be Deposited  (*complete separate forms for each collection*)

2. Are these items listed in a web-accessible catalog?  yes  no

What is the URL for the catalog?  http://__________________________

Once transferred to MLAC, how will these items be listed in your catalog?

3. Estimate of Quantity (volume count, piece count, or linear measurement)

4. Loan Period:  □ Standard 6 Week  □ In Library Use Only

*All periodicals are restricted to Andersen Library use only.*

5. Format Exception/Special Needs:

6. Requested Delivery Date:____________________

7. Delivery Method:  □ Arrange by MLAC/MINITEX (depositing library pays all costs)  Payment Method: ____________________________

□ Arrange by depositing library

□ Other: ____________________________