

Policy for South Campus Repository selection

The University Libraries exceeded its capacity for housing printed material in a manner that makes it easy for users to access the collections many years ago, with most of the stacks at far more than 85% capacity – significantly higher than the library standard. It is necessary to reduce the number of items in our open circulating collections by moving older and low use material to our new high-density South Campus Repository (SCR) – not only to make room for the more than 20,000 physical items added annually to support research and teaching, but also to make it easier for users to find material in our open stacks. This will safeguard the current printed collection, built over the last century, and allow that collection to continue growing into the future.

A guiding principle is that all selection decisions are reversible, and materials selected for SCR may be returned to Reserves and/or the circulating collections if the need arises or retrieval rates for specific items reach specified levels. Material will be retrieved and available within 24-48 hours (excluding weekends and holidays).

Selecting material for SCR is guided by use and value to the curricular and research needs of the UNM community. We will review material in all disciplines and adjust our selection guidelines based on the research practice and needs of individual disciplines. Our starting points are:

1. User demand for the material, generally indicated by low circulation statistics and low Interlibrary Loan requests.
2. Artifactual value of the material (to assure protection of vulnerable materials not suitable for transfer to Special Collections).
3. Physical condition of the material (as an alternative to replacement or reformatting).
4. Availability of the material in other formats (e.g., digital or microform).

Each discipline may have its own requirements for the kinds of material that must be retained in our four current library buildings (Zimmerman, Centennial, Fine Arts and Parish). When appropriate and necessary, library subject specialists will work with their respective faculty to ensure the least disruption to teaching and research.

Unlike our current branches, the SCR will not have open and browsable stacks, but will be browsable online. Items transferred to the Repository will have complete bibliographic and item records in our library catalog and can be retrieved and circulated. Retrieved material that comes from the Center for Southwest Research and Special Collections, and selected unique or fragile material, must be used in the Anderson Reading Room in Zimmerman Library.

In the spring of 2018, UNM made available an existing structure to convert into a high-density repository for the University Libraries; it is scheduled to be completed in mid-2019. The South Campus Repository will provide conservation-level environmental controls for low-use books, journals, archives and manuscripts, and other library material. This will allow the UL to provide better shelving of more heavily used library materials in existing buildings, continue to add new physical material necessary for research and teaching, and improve the spaces available for users in the main campus library buildings. The SCR is located on UNM's South Campus and is designed on the [Harvard model](#), where material is organized by size and not call numbers to take optimal advantage of available space. For more information please see this [FAQ](#)