TO: Myrtis Cochran (chair)
   Phoebe Janes
   Michaelyn Burnette
   Kathryn Wayne
   Anthony Bliss

FROM: Chuck Eckman and Beth Dupuis

RE: Medium Rare Collections Program Task Force

As you know, the Collections Integrity Task Force recently completed its study of the extent of material loss and deterioration as well as general condition in the Gardner Stacks, with a particular emphasis on material in the categories considered at greatest risk (rare books, visual arts material, history and literature). That Task Force has completed an extensive analysis of the situation resulting in a detailed report with recommendations available at http://www.lib.berkeley.edu/Staff/CDP/citf_final_report.pdf.

The report's recommendations are being addressed through actions taken within the appropriate Doe/Moffitt and/or Collections Program advisory structures. One of the key recommendations in the report was that the Library create a new service program to address at-risk material. To quote from the report:

"The Library needs to reestablish a special locked cage facility for "medium rare" materials in the Gardner Stacks which are not suitable for transfer to The Bancroft Library's collections. Planning for such a facility should include provision for staff to page materials requested for users as well as a suitable supervised reader area in a staffed public service location to monitor use."

This recommendation is considered a high priority by both the AUL and Director for Doe/Moffitt and the AUL and Director for Collections. We have worked closely with the Library space planning and preservation staff and identified what all believe to be a suitable, secure storage facility within the broad envelope of the Doe Library.

In order to move forward with fully addressing the recommendation, we are asking you to work together in the next few weeks to outline the full public service and collection management program that should be built around this storage facility. The program should address four component issue areas: selection; access; facility; and preservation. The following list includes pertinent questions to consider under each component issue area. This is not an exhaustive list but these are core questions to be addressed by the Task Force:

**SELECTION**
*what are the selection criteria for materials to be housed in the facility?*
*how do they contrast with material that will be appropriate for either Art History/Classics or Gardner Stacks special collections storage in NRLF?*
*what would be the initial plan for identifying the base collection and rules governing incremental additions to or withdrawals from the collection?*
*how will the Bancroft rare books curator engage the process?*
*what are recommended options for ongoing administrative oversight, selection and management of this collection?*

**ACCESS**
*which service point(s) will support access to the collection?
*what are the circulation rules governing the material?
*what collation procedures will be employed?
*what reader monitoring procedures will be employed when collections are checked out?
*what special guidelines will be developed to ensure the security of this material (staff training guidelines, key distribution, access controls, etc.)?

FACILITY
*what is the ideal collection size? (range of material types and formats, counts)
*what are the ancillary equipment requirements (map shelves, oversized shelves, etc.)
*what are recommended security measures for access to this facility?

PRESERVATION
*how will the collections be maintained?
*what procedures will ensure routing for preservation treatment at appropriate points?

Please consult as necessary. We suggest that Mark Marrow, Imani Abalos, Susan Snyder, Barclay Ogden and Fred Yasaki be consulted respectively for the access, preservation and facility discussions. We would like to see your recommendations no later than September 15, 2008.

We both thank you in advance for your service on this important group.

July, 2008