To: Chuck Eckman, AUL/Director, Collections
Beth Dupuis, AUL/Educational Initiatives and Director D/M Libraries

FR: Medium Rare Collections Program Task Force

Recommendations for the Doe Library Medium-Rare Collections Facility

Oversight of the Medium Rare Facility
The AUL for Collections, Chuck Eckman and the AUL for Educational Initiatives and Director of Doe/Moffitt will designate two administrators of the MRF. The administrators have means of access to the facility and may, after consultation with Doe selectors, modify the criteria for transfer. Support to fund and staff the facility is critical for the success of this program.

Throughout this document, the Task Force refers to the MRF; however, another name—perhaps Bear Cage—might be used to discourage targeting of the collection.

The purpose of this new facility is to protect "at risk" materials currently shelved in Doe Library that are subject to theft and/or mutilation. Below are criteria for the facility in the areas of selection, access, location, facility, and preservation.

SELECTION

***What are the selection criteria for materials to be housed in the facility?**
Individual selectors will review their collections to identify materials to transfer to the MRF. This facility is not meant to replace other means of protecting "at risk" materials; alternatives are outlined below. Selection will be at the discretion of the selector and based on these criteria:

- replacement value/price
- significance
- content (i.e., erotica, Mapplethorpe; political, *Satanic Verses*)
- illustrations (prints, plates, items with pictorial appeal)

Inappropriate formats:
- CD-ROMs
- DVDs
- journals,
- newspapers
- microforms
- spiral bindings
- 308t dissertations

The administrators will review all material proposed for the MRF to make sure they meet the criteria. Some materials, particularly political subjects, may rotate in and out of the facility based on current controversies.

A past example, *Satanic Verses* (1989), no longer requires the protective custody of the MRF. A current example, *Alms for Jihad* (2008), would be moved to MRF immediately. In response to a libel claim by one of the subjects of this work, Cambridge University Press agreed to destroy all

unsold copies of this title and to urge all owning libraries do the same. (for more information see: http://chronicle.com/weekly/v53/i49/49a01201.htm?=attw)

***What procedures will ensure routing for preservation treatment at appropriate points?**
The selection process includes determining whether preservation treatment is needed.

Selectors have the following additional options for storing rare materials.

NRLF: Material may be deposited in the Northern Regional Library Facility (NRLF) subject to the Deposits Chapter of the Statement of Operating Principles found at http://www.lib.berkeley.edu/NRLF/RLF_Op_Principles_11-27-06.pdf and the Depositing Guidelines found at http://www.lib.berkeley.edu/NRLF/depositing_guidelines.html.

Infrequently used "at risk" materials should be shelved in NRLF rather than the MRF.

NRLF Special Collections: NRLF has high-security areas for special collections and archival material. Special Collections are not subject to the persistence policy. Deposits are subject to the guidelines above.

The Bancroft Library: proposed transfers to TBL must be approved by the appropriate Bancroft curator.

***How do they contrast with material that will be appropriate for either Art History/Classics or Gardner Stacks special collections storage in NRLF?**
Materials shelved in the facility will be items that do not fit the criteria for the NRLF, NRLF Special Collections, or Bancroft, but cannot remain in the Gardner (MAIN) Stacks unprotected. Materials will be moved from Gardner and housed elsewhere based on the experience and discretion of the selector.

***What would be the initial plan for identifying the base collection and rules governing incremental additions to or withdrawals from the collection?**
On a regular basis, Doe selectors will review their collections and identify materials based on the criteria.

***How will the Bancroft rare books curator engage the process?**
The Bancroft rare books curator, in consultation with Doe selectors, will follow current practice--periodically reviewing Gardner (MAIN) Stack material and identifying items needing preservation treatment—and may also propose transfers to the MRF.

ACCESS

***Which service point(s) will support access to the collection?**
Doe Circulation or Bancroft staff will have sole access to the MRF. Doe Circulation or Bancroft staff will retrieve items that have been deposited from the Gardner (MAIN) Stack collection.

Limited access to the materials will be provided, with no more than one-day turn around time (and possibly less). Patrons will be required to show a UCB Library card or current government-issued ID such as a passport or driver's license.

***What collation procedures will be employed?**
The collection will be organized and shelved by LC classification and size.

Establish new catalog location for MRF collection, which needs to be determined for Millennium implementation.

***What special guidelines will be developed to ensure the security of this material (staff training guidelines, key distribution, access controls, etc.)?**
This will be a staff-only space. Administrators will determine staff and key access. Each staff member will sign in, date, note item(s) retrieved, and put place holders on the shelf. When an item is returned, staff will re-shelve the material within one day. Use statistics must be provided annually to selectors. Conservation will provide training guidelines for all staff paging books.

LOCATION

For the protection of these materials, their use must be in a secure area monitored by library staff.

The Task Force hopes that users will be able to request materials through the online catalog in the same way they can request NRLF materials.

Since construction of a reading room seems impossible at this time, The Bancroft Library's new Reading Room seems the most feasible space for users to consult Bear Cage materials. This Reading Room has many advantages:

- Staff trained in handling "at risk" materials
- No construction necessary to create reading area
- Security
- No additional staff needed to monitor users
- TBL is close to the MRF
- Users must register and follow TBL rules
- Photocopying must be done by TBL staff

Some major questions yet remain. Paging, delivery and re-shelving procedures must be determined. The question of the circulation of some titles, especially novels, must be addressed since TBL is not--and should not be--a unit with a circulation function. In its study of loss and deterioration of materials in the Gardner Stacks, the Collections Integrity Task Force emphasized rare books, visual arts material, history and literature to be at the greatest risk. Infrequently, some materials, contemporary novels for instance, are controversial for a time and copies in the Gardner Stacks are stolen multiple times. These novels need protection from theft but should remain circulating so that readers may take notes and otherwise use the materials at home. How to circulate some Bear Cage material will require special procedures.

FACILITY

***What is the ideal collection size? (range of material types and formats, counts)**
The non-circulating monographic collection in the MRF at maximum capacity will be 30-40,000 volumes based on an area of 22,248 linear feet (depending on the number of folios).

Compact shelving is recommended for maximum capacity. (Note: shelves deeper than 12” are required for folios; using 12”deep shelves will require careful attention from staff when retrieving and re-shelving materials in order not to damage these oversized books.)

The west wall near the entrance to the MRF should be investigated as possible space to shelve double folios, depending on load bearing and building code issues; having this area available would increase the space capacity for folios.

***What are the ancillary equipment requirements (map shelves, oversized shelves, etc.)**
Standard sized books and single and double folio (oversized) shelving is required.

Space allocation will be reviewed by the MRF Administrator on an annual basis.

***What are recommended security measures for access to this facility?**
Support to fund and staff the facility is critical.

Collection must be tattle-taped or given the best appropriate security label.

Additional security devices such as a secure locking system and cameras can be explored for their viability.

PRESERVATION

***How will the collections be maintained?**
Selectors will identify material that might need preservation treatment and refer to Preservation staff.

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