



Finding the Sweet Spot

Making Room in Jerome Hall Law Library Without Losing Our Gems

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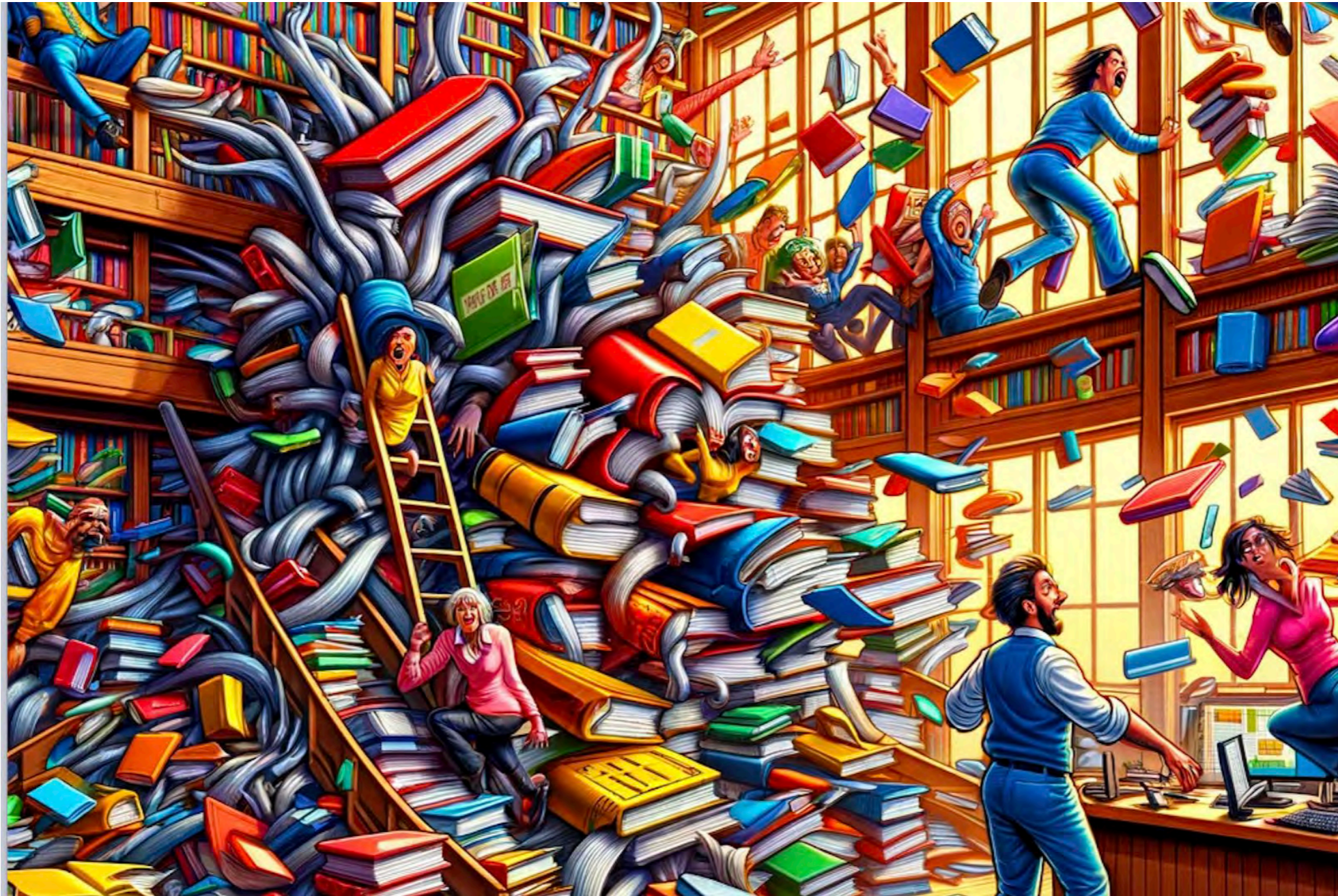
Problems

Bathroom renovation in the summer

All the bookshelves need to be removed before summer to keep the ADA standards



We need more space!



Law collection preservation



- Law libraries place a greater emphasis on preserving primary legal sources like statutes, regulations, and court decisions, as these materials have long-term value and are essential for legal research and practice.
- We often retain print versions of core legal materials alongside digital access for preservation purposes, even as more resources become available online

Law collection weeding



- Law libraries tend to be more conservative in weeding efforts compared to regular libraries, as legal materials often have enduring research value.
- We are less likely to weed primary legal sources, key treatises, and other core legal publications unless newer editions are available or the materials are severely outdated.
- Law libraries do regularly weed secondary sources like legal periodicals, monographs, and practice materials based on criteria like age, usage statistics, and availability of digital versions.

What are the options

Option 1: Weed more secondary sources

Option 2: Move the collection to storage which could be accessed and retrieved through Auxiliary Library Facility (ALF) Services

Regional Reporters

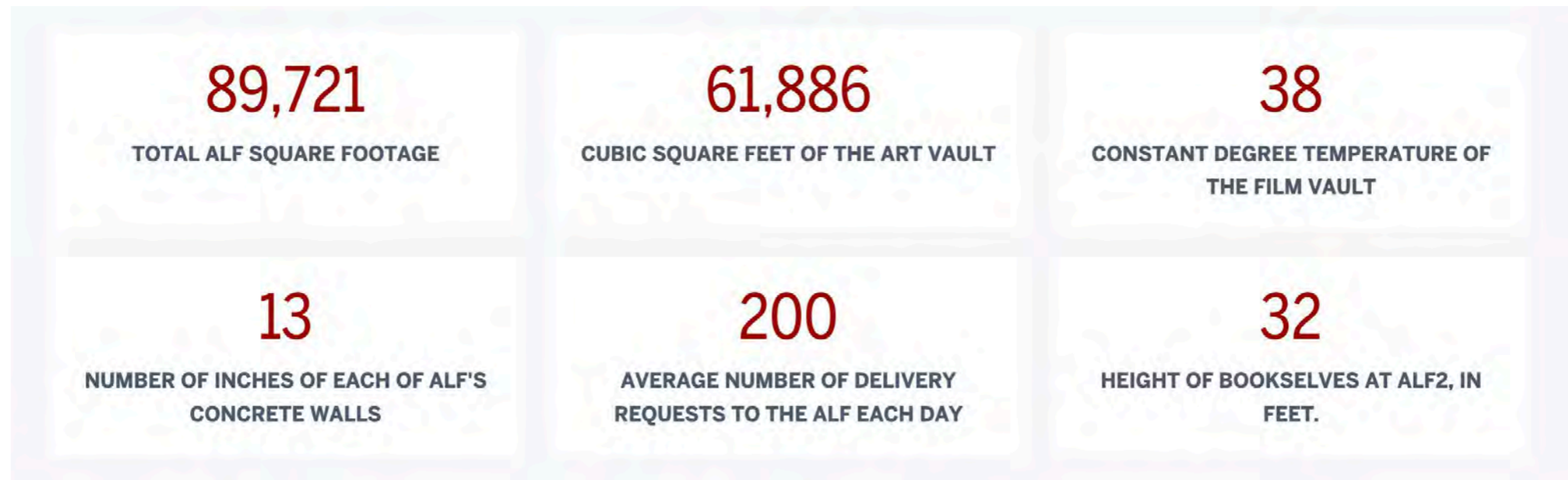
- The regional reporters collectively cover and publish appellate court decisions from all U.S. states, with each reporter focusing on a particular multi-state region to organize this comprehensive state case law coverage.
- West publishes seven regional reporters (Atlantic, North Eastern, North Western, Pacific, Southern, South Eastern, South Western)
- California Reporter and the New York Supplement: contain cases from those respective states.
- All regional reporters are full-text searchable on the law databases like Westlaw and Lexis.
- Fewer titles but more volumes: 9 titles with 10,000 volumes
- Keep the North Eastern Reporters on site.



IU Auxiliary Library Facility (ALF) Services

The Ruth Lilly Auxiliary Library Facility (ALF) is a modern and secure **climate-controlled** book and object repository. The facility name honors Ruth Lilly, a philanthropist whose \$1 million gift helped make the facility a reality in 2002. Her father Josiah K. Lilly Jr. gifted his rare book and manuscript collection to IU in 1954, inspiring the construction of the prestigious Lilly Library.

The facility also includes the state-of-the-art E. Lingle Craig Preservation Laboratory, book freezers (to assist with treatment of water-damaged materials), space for accessioning, lending, and staff, as well as a secure collections vault with a capacity of approximately 6,400,000 bound volumes. The climate-controlled collections vault also includes a distinct film storage area with a special fire suppression system for film materials.



IU Auxiliary Library Facility (ALF) Services



The Auxiliary Libraries Facility (ALF) is an off-site collection at Indiana University Bloomington. It is not open to the public for browsing, but all materials housed in the ALF are available through ALF retrieval services. (Allow one day for delivery of materials.)

Measurement and Plans

- 1,422 lin. ft. of collection to move
- One Google carts (double sided) = 22 lin. ft. of collection capacity
- four carts loaded, exchanged and picked up every week: $22 * 4 = 88$
- 28 Tuesday and Thursday pickups scheduled: $28 \times 88 = 2,464$ lin ft (buffer for inevitable cancellations)



Team members and Timeline

- Two librarians
- Four staff member
- Working on the project while keeping the minimum regular workload

| DATE | DAY | NAME | Est LOADED# |
|------|----------|------|-------------|
| 1/25 | Thursday | YJ | 400 |
| 1/30 | Tuesday | YJ | 800 |
| 2/1 | Thursday | YJ | 1200 |
| 2/6 | Tuesday | YJ | 1600 |
| 2/8 | Thursday | AM | 2000 |
| 2.13 | Tuesday | NG | 2400 |
| 2/15 | Thursday | AM | 2800 |
| 2/20 | Tuesday | NG | 3200 |
| 2/22 | Thursday | AM | 3600 |
| 2/27 | Tuesday | KM | 4000 |
| 2/29 | Thursday | KB | 4400 |
| 3/5 | Tuesday | RM | 4800 |
| 3/7 | Thursday | KB | 5200 |
| 3/19 | Tuesday | RM | 5600 |
| 3/21 | Thursday | KB | 6000 |
| 3/26 | Tuesday | YJ | 6400 |
| 3/28 | Thursday | KB | 6800 |
| 4/2 | Tuesday | RM | 7200 |
| 4/4 | Thursday | YJ | 7600 |
| 4/9 | Tuesday | RM | 8000 |
| 4/11 | Thursday | YJ | 8400 |
| 4/12 | Tuesday | YJ | 8800 |

Project management



ALF project 2024

Overview

Move all regional reporter to ALF to make space for the second floor bathroom renovation

Goals

To finish the project before May

Task Assignments

| | ≡ Title | ≡ Series | ≡ CTRL# | ≡ Vol... | # Items | # finish... | ≡ Note |
|----|------------------------|--------------------|-----------|----------------------|------------|-------------|---|
| 1 | Atlantic Reporter | 2nd ser | AAC5402BW | v1-v531 | 531 | 531 | missing vols: 21, 142, 161, 207, 294 and 347. |
| 2 | | 2nd ser 3rd ser | AAC5404BW | v532-v999 v1-v210 | 678 | 678 | missing vols: v.83 |
| 3 | New York Supplement | 2nd ser | AAC6325BW | v1-v516 | 516 | 516 | missing vols: 50 |
| 4 | | 2nd ser 3rd ser | AAC6327BW | v517-v999 v1-v102 | 585 | 585 | |
| 5 | Pacific Reporter | 2nd ser | AAC5182BW | v1-v743 | 743 | 743 | missing vols. 106, 144, 401, 624 |
| 6 | | 2nd ser 3rd ser | AAC5184BW | v744-v999 v1-v443 | 699 | 699 | |
| 7 | California Reporter | 2nd ser 3rd ser | ACT4840BW | v1-v135 v1-v224 | 359 | 359 | missing vols: v.20 |
| 8 | North Western Reporter | 2nd ser | AAC6066BW | v1-v413 | 413 | 413 | missing vols: v.11, 139, 206, 219 |
| 9 | | 2nd ser | AAC6068BW | v414-v930 | 487 | 487 | |
| 10 | South Eastern Reporter | 2nd ser | AAC6074BW | v1-v360 | 360 | 360 | missing vols: v.70 |
| 11 | | 2nd ser | AAC6075BW | v361-827 | 467 | 467 | |
| 12 | Southern Reporter | 2nd ser | AAC6079BW | v1-v512 | 512 | 512 | |
| 13 | | 2nd ser 3rd ser | AAC6081BW | v513-v999 v1-v273 | 756 | 756 | |
| 14 | South Western Reporter | 2nd ser | AAC6083BW | v1-v737 | 737 | 737 | missing vols: v.20 |
| 15 | | 2nd ser 3rd ser | AAC6084BW | v738-v999 v1-v576 | 838 | 838 | |
| | | | | | Sum ▾ 8681 | Sum ▾ 8681 | |

Compared with other tools:

Loop components offer tighter integration within the Microsoft 365 ecosystem that teams already use daily.

The portable nature of Loop components and flexible Loop pages also provide advantages over the linear document format of Google Docs.

Precedures



Modify Title

Southern reporter. Second series / West Publishing Company.

Control | Bibliographic | MARC Holdings | Call Number/Item | Bound-with

30000167926074 - 2 - NORMAL - _BLAWALF

- Reporters v.101 - B-LAW
 - 30000167926082 - 2 - NORMAL - _BLAWALF
- Reporters v.102 - B-LAW
 - 30000167926090 - 2 - NORMAL - _BLAWALF
- Reporters v.103 - B-LAW
 - 30000167926108 - 2 - NORMAL - _BLAWALF
- Reporters v.104 - B-LAW
 - 30000167926116 - 2 - NORMAL - _BLAWALF
- Reporters v.105 - B-LAW
 - 30000167926124 - 2 - NORMAL - _BLAWALF
- Reporters v.106 - B-LAW
 - 30000167926132 - 2 - NORMAL - _BLAWALF
- Reporters v.107 - B-LAW
 - 30000167926140 - 2 - NORMAL - _BLAWALF
- Reporters v.108 - B-LAW
 - 30000167926157 - 2 - NORMAL - _BLAWALF
- Reporters v.109 - B-LAW
 - 30000167926165 - 2 - NORMAL - _BLAWALF
- Reporters v.110 - B-LAW
 - 30000167926173 - 2 - NORMAL - _BLAWALF

Date created: 11/4/2000
Date last charged: 6/17/2020
Date due: none
Last discharged: 8/14/2021,16:40
Date inventoried: Never
Times inventoried: 0
Previous user ID: 20000199000882
Last activity: 8/14/2021
In-house uses: 0

Item Info | Holds

Call number information

Call number: Reporters|zv.100 Class scheme: ALPHANUM

Call library: B-LAW Shelving key: REPORTERS V.000100

Shadow call number

Item information

Item ID: 30000167926074 Copy number: 2

Type: NORMAL Item library: B-LAW

Home location: _BLAWALF Current location: _BLAWALF

Item cat1: Item cat2:

Item cat3: Item cat4:

Item cat5: Number of pieces: 1

Media desk: Price: \$0.00

Total charges: 0 Circulate

Permanent

Shadow item

Extended information

| Tag | Contents |
|-------|----------|
| STAFF | |

Instructions

ALF Transfer Processing Procedures(Laptop)

1. **Initiate the Process:** In SIRSI, look up the Item ID of the volume destined for the ALF. You'll find this under "Call Number and Item Maintenance".
2. **Accuracy Check:** Confirm that the title and volume number on the screen are the same as those on the volume in your hands.
3. **Barcode Placement:** Affix the new ALF barcode on the back of the volume, in the upper right-hand corner.
4. **Updating the Barcode:** In SIRSI, overwrite the current Item ID number with the number of the new ALF barcode.
5. **Type Field Adjustment:** Change the Type field to "Normal".
6. **Location Update:** Set both the Home Location and Current Location to _BLAWALF.
7. **Saving Your Work:** Save the updated version of the Item ID along with all other changes.
8. **Old Barcode Removal:** Use a black magic marker to mark out the barcode inside the book.
9. **Cart Placement:** Place the processed volume in the ALF cart. Continue this process for each volume being transferred.
10. **Marc Holdings Update:** Modify the Marc holdings as needed once all the items under the record are processed.

Note for Unlisted Volumes:

If a volume isn't listed in the system, create a new Item ID using the ALF barcode number.

Note for Missing Volumes:

Please Email Yi about the volume number when you finish your set.

Updated by Yi, [1/29/2024](#)

ALF Transfer Processing Procedures(Desktop)

Objective: Update reporter volumes with ALF location, circ rule and new ALF barcode

Method: process computer/Workflows tasks at desk, then process barcode replacement and verification in stacks

Steps 1-7 at desk:

1. Use Title Control # to open record in Workflows-Call Number and Item Maintenance
2. Click to first volume that needs to be changed
3. Change Type to Normal
4. Change Home Location to _BLAWALF
5. Scan over barcode with new ALF barcode [saves record and updates Current Location to match Home]
6. Repeat steps 2-5 to work through volumes sequentially to complete a batch of 20-40 volumes and move to step 7
7. Print the part of the record with new barcodes (I use File-Print Screen from Workflows, which opens into a Chrome tab with better print options! – I don't love the way Workflows prints on its own)

Steps 8-12 in the stacks, bring materials: the print out, ALF barcodes, black permanent marker, pen to mark off volumes

8. Find volume on print out and barcode below.
9. Match and affix the new ALF barcode on the back of the volume, in the upper right-hand corner
10. Use a black magic marker to mark out barcode inside the book
11. Accuracy check the volume/new barcode against the print out again and check/cross out
12. Repeat 8-11 with batch of new ALF barcodes. Volumes can be reshelfed in place or moved to ALF carts depending on availability.

Notes

At all steps, it can help to move a post-it along barcode/print outs as a visual aid of where you're working.

Working in batches saves us from having dozens/hundreds of unwound barcodes at our desks!

If a shelved volume is not in the record, bring upstairs to investigate.

Thanks to Katy!



Celebration

Reflections

Detailed planning

Clear instruction and timely feedback

Effective collaboration tools for communication

Thank you! Questions?

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