PAN Forum - 2024
Deaccessions as a Service
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High Density Storage Withdrawal Study Group (2020-2021)

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Harvard Model (at ReCAP)

- 12 aisle modules
- 4.2 MM items (includes archival boxes)
  OR
- 5.2 MM books
- Construction cost/book: ~$5-$6
- Current inventory: 17.7MM
  - Permanently deaccessioned ~50k
    (<0.3%)

Efficiency is the name of the game

- FY23: accessioned ~500k items
- Adding 1 second per accession requires 140 work hours
Two Methods for Deaccessions

Books to Trays:
New books for accession are taken into the shelving facility and then to the trays containing deaccessions. New books are fit into the gaps created and cataloging is done in the stacks.

Trays to Books:
Trays containing deaccessions are retrieve en masse and brought to the processing area. New books are fit into the gaps created and all cataloging is done in the processing area.
<table>
<thead>
<tr>
<th>Test type</th>
<th>Min</th>
<th>Items</th>
<th>Trays</th>
<th>Shelves</th>
<th>Ladders</th>
<th>Items/Min</th>
<th>Items/Tray</th>
<th>Items/Shelf</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books to Trays</td>
<td>30</td>
<td>60</td>
<td>12</td>
<td>1</td>
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<td>2.00</td>
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<td>60.00</td>
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<td>Books to Trays</td>
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<td>60</td>
<td>45</td>
<td>12</td>
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<td>1.50</td>
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<td>5.00</td>
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<td>Books to Trays</td>
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<td>25</td>
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<td>1.20</td>
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<td>2.40</td>
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<td>Books to Trays</td>
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<td>1.71</td>
<td>5.00</td>
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<td>12</td>
<td>4</td>
<td>1.09</td>
<td>1.33</td>
<td>5.00</td>
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<tr>
<td>Books to Trays</td>
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<td>60</td>
<td>53</td>
<td>25</td>
<td>12</td>
<td>1.20</td>
<td>1.13</td>
<td>2.40</td>
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<tr>
<td>Trays to Books</td>
<td>33</td>
<td>60</td>
<td>12</td>
<td>1</td>
<td>1</td>
<td>1.82</td>
<td>5.00</td>
<td>60.00</td>
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<tr>
<td>Trays to Books</td>
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<td>60</td>
<td>45</td>
<td>12</td>
<td>4</td>
<td>1.30</td>
<td>1.33</td>
<td>5.00</td>
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<tr>
<td>Trays to Books</td>
<td>53</td>
<td>60</td>
<td>53</td>
<td>25</td>
<td>12</td>
<td>1.13</td>
<td>1.13</td>
<td>2.40</td>
</tr>
</tbody>
</table>
Washington Research Library Consortium

Established in 1987 by universities in the DC-metro area to provide cost-effective library & information services

- American University
- Catholic University of America
- Gallaudet University
- George Mason University
- George Washington University
- Georgetown University
- Howard University
- Marymount University
- University of the District of Columbia
Preservation of Resources
For Many Years We Assumed That Deaccessions Were Impossible Due to the “Void Creation Problem”

“You can’t do deaccessions in a Harvard high-density facility because of the [void-creation problem]...BUT my partner institutions sure would love it if I could!”
No Robots, No Gap Databases

Trying to keep track of which trays had voids and the size of those voids would have been a time-consuming administrative nightmare.
From Pilot to Large Scale Test

**PILOT**
- 250 Items Deaccessioned
- All work done by SCF Supervisor
- No billing
- Time and progress tracked informally

**LARGE TEST**
- 5000+ Items Deaccessioned
- Work done by SCF technicians
- Project must be billed
- Time and progress tracked via processing site to confirm accurate cost data.
Begin Tracking Work Hours
### Projects

<table>
<thead>
<tr>
<th>Project</th>
<th>University</th>
<th>Goal</th>
<th>Staffing Hours</th>
<th>Staffing Cost</th>
<th>Value (Billing)</th>
<th>Ratio</th>
<th>Performance</th>
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</thead>
<tbody>
<tr>
<td>GT Books</td>
<td>Georgetown University</td>
<td>2/2 (100%)</td>
<td>--</td>
<td>$</td>
<td>$3.40</td>
<td>INF:1</td>
<td>High Performance</td>
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<tr>
<td>Catholic Lima</td>
<td>Catholic University</td>
<td>4/4 (100%)</td>
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<td>$</td>
<td>$6.80</td>
<td>INF:1</td>
<td>High Performance</td>
</tr>
<tr>
<td>GW Special Collections Boxes</td>
<td>George Washington University</td>
<td>5/5 (100%)</td>
<td>1</td>
<td>$21.00</td>
<td>$8.50</td>
<td>0:1</td>
<td>Below Expectations</td>
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<tr>
<td>Deaccession Project for Gallaudet Books</td>
<td>Gallaudet University</td>
<td>305/322 (95%)</td>
<td>6.5</td>
<td>$136.50</td>
<td>$518.50</td>
<td>4:1</td>
<td>High Performance</td>
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<td>Deaccession Project for George Mason</td>
<td>George Mason University</td>
<td>5446/5440 (100%)</td>
<td>78.5</td>
<td>$1,648.50</td>
<td>$9,258.20</td>
<td>6:1</td>
<td>High Performance</td>
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</tbody>
</table>
Deaccessions Workflows Explained
Partner-side

1. Contact WRLC to coordinate and plan the delivery of books, boxes or other materials to be added to the SCF.
2. Determine the preferred disposition of the deaccessioned items (recycled, returned to campus, donated, etc.)
3. Provide WRLC with the barcodes, for all items to be deaccessioned.
4. Provide the total count of items that will be sent to replace the items to be deaccessioned. The number of items to be accessioned should be 10-15% more than the number of items to be deaccessioned.
Deaccessions Workflows Explained

WRLC-side

1. WRLC staff generates a spreadsheet showing barcodes, locations, size, and COUNT of barcodes per tray.
2. Open boxes of new materials for accession and begin sizing. Save the boxes for future use if necessary.
3. Retrieve trays of the same size as the books that get sized. Highlight on the list of tray locations that are retrieved.
4. Pull deaccessioned books out of trays.
Filling the voids with new material

1. Fill the unfilled trays with new books. New books should be flipped around so staff would know which one to process.

2. Process new books and fill out tray/shelf location & cross check forms on the SCF Processing website.

3. Pack the withdrawn books in boxes and send them back to the owning library, Better World Books, recycling service, etc.
And that’s it...

Thanks for listening

Q&A?
Safe data access and editing

Almagic - A Suite of Alma API Applications

Welcome to Almagic!

Almagic is an application platform built on the open source Grima library created by Katherine Lybarger at the University of Kentucky. Almagic allows you to perform tasks on your data without using the Ex Libris interface and user roles. First you need to login to the service and then select any of the links below to use that tool. If you have any questions, contact Aaron Krebeck at WRLC.

Almagic User Tools

[Login] -- Login to the Almagic service  
[Logout] -- Logout of the Almagic service  
[List Users] -- List and manage current users (Admins only)

Display or Print records

[PrintBib] -- display bib record in printable web page  
[PrintHolding] -- display holding record in printable web page  
[Hierarchy] -- view bib/mfhds/items in hierarchy view  
[SCFLookup] -- Use barcode from your IZ to display full record of item in SCF IZ  
[Print SCF Details] -- Use barcode to look up row/shelf location and other SCF info

Edit Records

[EditHoldingsStatement] -- Edit the 866 subfield a holdings statement in a holding record.
Safe data access and editing

Almagic - A Suite of Alma API Applications

Add Item Call Number

Barcode

32882017562508X

Item Call Number

R37M07S13T01 BJ

SUBMIT
Inserting the WD code

FROM
R37M07S13T01 BJ

TO
R37M07S13T01 WD