

ADMINISTRATIVE DIVISION	LIB University Libraries
POLICY NUMBER	LIB 1.02
POLICY TITLE	Libraries Annex and Conservation Facility
SCOPE OF POLICY	USC Columbia
DATE OF REVISION	September 30, 2022
RESPONSIBLE OFFICER	Dean of University Libraries
ADMINISTRATIVE OFFICE	University Libraries

PURPOSE

This policy describes the uses for the Library Annex and Conservation Facility with details about the materials stored within.

POLICY STATEMENT

The Library Annex is a cost-effective solution to providing long term access to library materials that support the research and teaching needs of the University.

This high-density storage facility provides a secure, climate-controlled environment that extends the life of unique scholarly resources and demonstrates the University’s commitment to long term retention and preservation. An efficient delivery service enables timely access to materials for the campus community.

The Library Annex building houses a storage “box” featuring 380,000 cubic feet of shelving, research rooms, and a conservation lab. The storage “box” is equipped with a state-of-the-art HVAC system that closely monitors the air temperature, humidity, and air quality in accordance with standards, thus providing optimal conditions for the storage of books, archival materials, manuscripts, maps, and materials in other formats.

Types of materials housed at the Annex:

- A. Items determined to have lasting research value to the curriculum and scholarly needs of the University community.
- B. Rare or unique materials that require the special environmental conditions provided by the Annex.
- C. Items that are at risk of theft or mutilation.

The Library Annex has a one copy policy:

A one copy policy suggests that if a copy by the same title and author is already part of the Library Annex Collection, unless they are deemed distinctive by a University Librarian, we will not accept or ingest a second copy in an effort to avoid unnecessary duplication. Exceptions can be made in the care of important reference materials, special or rare collections, high use or whereby mandate required a second (third, etc.) copy of a book be kept.

PROCEDURES

- A. University Libraries

1. Because space at the Annex is limited, all units within the University Libraries must submit request to a designated review committee appointed by the Dean of University Libraries before sending new material to the Annex for temporary or permanent storage.
2. Materials approved for storage will be processed and sent to the Thomas Cooper Library loading dock for pick-up and delivery to the Annex. Arrangements can be made to have the materials picked up at individual libraries.
3. Units sending materials to the Annex are responsible for ensuring that materials to be stored are clean and free of loose dust and dirt and have no detectable mold and mildew.
4. All materials sent to the Library Annex for temporary or permanent storage must be represented in the libraries catalog and have a unique barcode attached to the item.
5. Once materials arrive at the Annex, staff will process and store the items.
6. All items housed at the Library Annex must be requestable either by patrons or the owning library.

Related University, State and Federal Policies

As applicable

HISTORY OF REVISIONS

DATE OF REVISION	REASON FOR REVISION
September 2005	New Policy Approval
November 19, 2015	Policy revised to reflect limitations on availability of Library Annex storage to entities outside of the USC system, as well as new rules for access to university system units.
September 30, 2022	Policy updated to standard template.