

NUMBER: LIB 1.02
SECTION: University Libraries
SUBJECT: Library Annex and Conservation Facility
DATE: September, 2005
REVISED: November 19, 2015
Policy for: Columbia Campus
Procedure for: Columbia Campus
Authorized by: Thomas F. McNally
Issued by: University Libraries

I. Policy

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:

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

Other libraries within the University System may store materials in the Library Annex and Conservation Facility based on space availability.

II. Procedures

A. University Libraries

1. Because space at the Annex is limited, all units within the University Libraries must contact the Library Annex Manager before sending new material to the Annex for 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. Once materials arrive at the Annex, staff will process and store the items.

B. Other Libraries within the University System

1. Request to store materials should be made to the Library Annex Manager at the [Library Annex and Conservation Facility](#).
2. The unit sending the materials to the Annex will be responsible for ensuring that the materials are clean and free of loose dust and dirt, have no detectable mold or mildew, and are in good repair.
3. The unit will be responsible for delivering the materials to the loading dock of the Library Annex and Conservation Facility.
4. If the stored material is requested more than twice in one year, it can be returned to the original owner.

III. Reason for Revision

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.