The Olive Kettering Library: Collection Analysis
Initial Report to Antioch College: March 1, 2016

Periodicals (Paper) Collection Initial Report:
Partial completion of Phase 2:
Evaluation of Periodical (Paper Collection)

:: Project Background

During the Spring of 2012 a general observation inventory of the Periodicals section of the library was completed and it was concluded that the library had come to a space, location, and development issue with the periodicals, bound and unbound. It was decided we cannot ignore these three areas anymore for if we do we jeopardize the collections integrity and space configurations. Some concerns are:

- **Space:** We have no room in the lower level for placing any more back issues of journals and we need to clean out our JSTOR titles.
- **Location:** We have to consolidate our current journal space currently wasting lots of valuable real estate. Also, many volumes are on the floor which presents a physical hazard and preservation problem
- **Development:** Analysis and assessment on these questions: What journals to retain? Add? Delete?

:: Project Objectives and Goals

Work Plan Objectives:

1. **Bound vs Unbound:** The library had a wonderful and impressive history of binding all journal titles. Unfortunately, costs of binding today are prohibitive but placing loose journal titles on the shelves hinder preservation.
   - **Goal 1:** to place all unbound titles in acid free boxes to be filed with each respective title on the lower level
   - **Result:** clean all loose journal titles out of the periodical office and provide a viable preservation alternative.
   - **Goal 2:** To house ONLY the current year on the main floor of the library.
   - **Result:** open up 30% floor space on the main floor and expand New Books and lounge area

2. **JSTOR collection:** We currently have Collections 1-4 in full text and have identified the JSTOR journal titles in the lower level and removing select titles we could gain 25-35% of linear shelving space.
   - **Goal 1:** Remove most JSTOR titles (exception for art and fine art specific titles) and recycle.
   - **Result:** Created a new quiet study area on the lower level

3. **Organization:** Periodicals in the lower level will be cleaned, duplicated issues recycled, and put into alpha title order.
   - **Goal 1:** To create 7-10 years of growth space/expansion in the basement and capture 35% linear shelf space.
   - **Result:** Collection in alpha order and shelving space for additions and expansion.
   - **Goal 2:** Clean collection from dust and mold and remove ALL titles from the floor.
   - **Result:** Collection cleaned, mold abated providing a cleaner and safer environment for users.
:: Project Work Plan
1. Place all JSTOR journal titles on exchange with a time definite…e.g. 2 months.
2. All unclaimed JSTOR journal titles removed and recycled from the shelves.
3. Place titles in periodical acid free boxes with appropriate labels.
4. All non-current retained titles are shifted in the basement and the boxes are interfiled.
5. All current titles are shifted in the basement and the boxes are interfiled along with allowing for extra linear shelving space for up to 10 years growth.
6. Current titles for one calendar year are kept on the main floor.
7. Shift current titles towards the back and retain a range for current represented titles, new books and newspapers.
8. Open up the area between information service desk and Sandy's office for more comfy reading and socializing furniture.

Timeline:
2013: July-September: JSTOR exchange
2013: October – December: Recycle JSTOR titles and start shifting titles (and clean shelves) in the basement.
2014: January- March: Continue JSTOR recycling and box and shelves back issues and current titles in the basement.
2014: April: Reconfigure main level shelving area.

:: Project Work Progress
1. JSTOR titles removed: complete August 2013
2. Place all unbound journals in acid free boxes: complete January 2014
3. Reconfigure main level shelving: ongoing
4. Shift and organize titles on lower level shelves: complete April 2014
5. Create lower level study area: complete July 2014
6. Complete main level comfy reading and new books area: complete August 2014
7. Inventory and assess titles: ongoing

:: Project Work Results
1. Collection cleaned, mold abated providing a cleaner and safer environment for users.
:: Project Work Results (continued)
2. Opened up 30% floor space on the main floor and expand New Books and lounge area.

3. Created a new quiet study area on the lower level.
:: Statistical Analysis
Periodicals Numbers Estimation: October 17, 2014*
These numbers represent the best estimation of the number of bound and unbound periodicals on the shelves as of the date above. All figures are +/- 10% accurate.

Average number of items per shelf = 14
X average number of shelves per unit = 6
  14x6 = 84
X number of units per row = 10
  84X10 = 840
X2 number of units per range
  840x2 = 1680
X number of ranges = 92
  1680x92 = 154,560 units on the periodical shelves on lower level

* still to be assessed is the current periodicals collection on the main level

Respectfully Submitted
Jim Kapoun – Library Director