

Timeline And Major Decision-Points For Addressing SRLF Reaching Storage Capacity

This document outlines the timeline and major decision-points for when SRLF reaches its storage capacity in 2-3 year.

The SLFB/RLF Long-Range Goals, Mid-Range Goals and Annual Priorities include a 2023/24 near-term goal to begin to "consider and implement new/revised service and operational models for when SRLF reaches its storage capacity in 2-3 year." See the 2023/24 SLFB plans and priorities document here (priority #2): https://libraries.universityofcalifornia.edu/wp-content/uploads/2023/10/SLFB_RLFgoalsandpriorities_2023-24_Finalized.pdf

For this priority (#2 in the annual plans and priorities), near-term goals for 2023/24 include:

- 2i. Establish a timeline that outlines the major decision-points and parties that are responsible, accountable, consulted with and informed; SLFB Steering Committee, with RLF directors as leads By October 2023
- 2ii. Co-develop shared principles and agreements for considering service implications and pathways; SLFB subteam (RLF directors, SLFB vice chair, SP manager) October – December 2023
- 2iii. Co-develop an action plan, including policy, service and operational changes, including short and medium-term planning for and changes to annual allocations and how deposits are managed for the system.

SRLF Capacities & Fill Dates, as of 9/1/2023

Based on an annual allocation of 77,000 items

REGULAR SPACE	Capacity (Items)	Capacity (Vol. Equiv.)	Fill Date
Books, up to 9" by 12"	225,592	225,592	Oct-2026
Books, over 9" by 12"	FILLED	FILLED	FILLED
Microfilm	8,208	2,216	N/A
Microfiche	3,888	264	Sep-2035
NON-CIRCULATING SPACE (F/FF, G/H)	Capacity (Items)	Capacity (Vol. Equiv.)	Fill Date
Books (all sizes)	9,986	9,986	TBD
Boxes (document & manuscript)	2,961	11,400	Likely 2026
Boxes (record storage carton)	924	8,889	Likely 2024
Boxes, larger than 18"x34"x10"	FILLED	FILLED	FILLED
Oversized folders (maps, drawings)	2,748	1,431	TBD
Multimedia (videotapes, film reels)	828	828	TBD

Decision Point	Discussions	Lead RLF	Start date	End date	Responsible Party	Accountable Party	Consulted Parties	Informed Parties
Decision 1: Investigation of de-duplication and deaccessioning projects to free up more space (including 9-12" and oversize) at SRLF		SRLF	Dec 2023	Mar 2024	SRLF	SRLF, SLFB	NRLF, SLFB +SLFB SC, DOC, UCB and UCLA ULs (both will be new/incoming) given their outsized relationship to the RLFs , UCB and UCLA Library Finance Offices (costs for construction / reconfiguration), SCLG	CDL, Individual UC campuses via DOC, UCOP (Academic Personnel and Programs) via CoUL
	Is this a route SLFB wants to pursue?							
	Is the persistence clause non-negotiable? We have anecdotal comments that not all deposited materials in the RLFs actually justify their valuable shelf space in terms of research/scholarship support							
	Newspapers (in SRLF), it would free up space in where we currently have box storage on a first-come, first-served (can this be reconfigured for general collection space?)							
Decision 2: Have we exhausted all possible reconfiguration options for SRLF storage and shelving? (this is just based on SRLF Director's observations walking around the stacks and seeing spaces that may be able to be reconfigured, but without the in-depth knowledge of past discussions, so more research is needed by Carlo).		SRLF	Nov 2023	Apr 2024	SRLF	SRLF, SLFB	NRLF, SLFB +SLFB SC, DOC, UCB and UCLA ULs (both will be new/incoming) given their outsized relationship to the RLFs , UCB and UCLA Library Finance Offices (costs for construction / reconfiguration), SCLG	CDL, Individual UC campuses via DOC, UCOP (Academic Personnel and Programs) via CoUL
	SRLF had a weight/load bearing study a few years back, maybe 2017-18 but documentation needs to be located							
	Cold vault situation? (UCLA currently has issues getting all of the ones installed operational)							

Decision Point	Discussions	Lead RLF	Start date	End date	Responsible Party	Accountable Party	Consulted Parties	Informed Parties
Decision 3: Do we allow the SRLF to fill up (e.g. no deaccessioning/weeding) and the downstream implication		SRLF	Jan 2024	Mar 2024	SRLF	SRLF, SLFB, NRLF	NRLF, SLFB +SLFB SC, DOC, UCB and UCLA ULs (both will be new/incoming) given their outsized relationship to the RLFs , UCB and UCLA Library Finance Offices (costs for construction/reconfiguration), SCLG	CDL, Individual UC campuses via DOC, UCOP (Academic Personnel and Programs) via CoUL
	Does SRLF become simply a paging/fulfillment unit, and the implication for processing staff							
	Is there a role for SRLF processing staff in performing work for items destined for NRLF or some other role within UCLA Library or elsewhere?							
	Impact on NRLF staffing, budget, and operational physical capacity based based on any change							
Decision 4: Recalculate NRLF Phase 4 fill rate and dates given SRLF scenarios in decision 3. Does not include recalculation of impact of work, if the scenarios materialize		NRLF	Dec 2024	Feb 2025	NRLF	NRLF, SRLF and SLFB	SRLF, UCB+UCLA ULs, SLFB	
	Based on the various SRLF scenarios and related deposit rates, and current allocation model, calculate implications for NRLF's Phase 4 fill rates							