FOWLER LIBRARY

Recommendations

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PROJECT DESCRIPTION

The Fowler Museum may decide to move the Fowler Library downstairs, to the current Fowler Education offices. Should the Fowler Museum choose to do so, there are several considerations to review in order ensure safe transfer and custodianship of materials. Steps involved in the process would include reviewing the current holdings, identifying any unwanted materials, deaccessioning unwanted materials, transferring the desired materials to the new library location, and ensuring safe custodianship thereafter. This document contains timelines, recommendations, and potential next steps.

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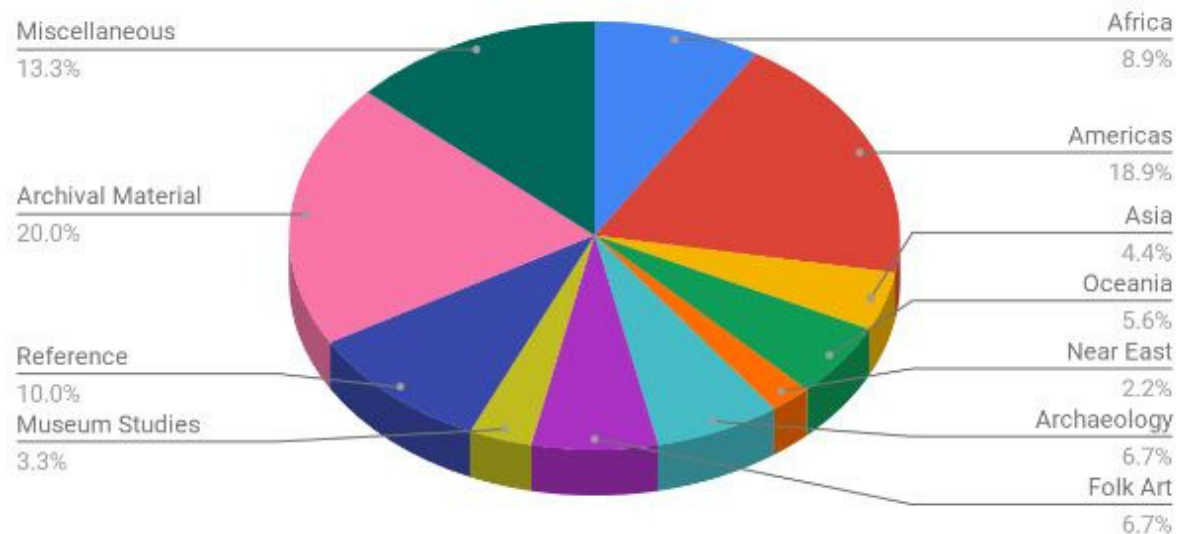
OUR METHOD

There is no single comprehensive catalog for the library's materials. The library's materials are not included in the online UCLA Library catalog. While there is a physical card catalog, there is no indication that it is complete or up-to-date. As such, creating a thorough inventory would necessarily be a separate, and time-consuming, project.

To get a general sense of the library's holdings, we organized the library geographically, breaking down shelving into "skeins" and "rows." Through visual reference, we made rough estimates on type, subject, and quantity of holdings.

SUBJECTS

Subject	Percentage
Miscellaneous	13.3%
Archival Material	20.0%
Reference	10.0%
Museum Studies	3.3%
Africa	8.9%
Americas	18.9%
Asia	4.4%
Oceania	5.6%
Near East	2.2%
Archaeology	6.7%
Folk Art	6.7%

TYPES

- Books account for roughly 75% of the library holdings.
- Non-book materials include: archival papers, slides, photographs, drawings, maps, research clippings, film reels, tapes, DVDs, field notes, and odd items (luggage).

QUANTITY

There are 11 shelves of material, along with what we estimate to be 3 shelves worth of assorted materials (boxes left between aisles, filing cabinets with clippings, smaller bookcases of multimedia materials, flat files).

DE-DUPLICATING PROJECT

TIMELINE

1. Determine library user needs

- Time needed: 3 hours over 2 weeks (estimate)
- Steps: Create a poll, send out to staff via email, collect results.
- Why this is important: We have no past records of any books' circulation, so we can't account for usefulness. An item could be a duplicate but also frequently used by Fowler staff. Are staff prepared to use circulating UCLA libraries for research needs? This involves an adjustment in terms of time commitments and accessibility.

2. Identify materials also held by UCLA Library

- Time needed: 12 weeks of full-time work (480 hours) (estimate)
- Steps: See methodology below.
- This will be tedious work, and personnel may not be able to do this one task for 8 hours straight. We recommend at most 3-hour shifts.

3. Deaccession materials

- Time needed: We will be able to estimate the timeline for actual deaccession once guidelines have been confirmed and a final quantity is determined.
- Steps: When it comes to the actual removal of duplicate items, what would the Fowler like to do? Sale? Donation? Recycling? Depending on the method of deaccession, the timeline might change.
- We will also need to look into any legal concerns with deaccessioning gifts. If terms of donation were not retained by the Fowler, we can talk with UCLA librarians about any potential concerns or policies to be aware of.

DE-DUPLICATING PROJECT

METHODOLOGY

1. Manually search for item within the UCLA catalog

2. If duplicate exists in UCLA Library: Deaccession

- Per the above section, the Fowler will need to determine what they would like to do with materials (sell, donate, etc) in order for us to make clear-cut steps for deaccession.
- Would the Fowler like deaccessioned materials documented somehow?
- Again, per the above, we will need to determine any legal obligations while deaccessioning from either deeds of gift of by consulting with UCLA librarians on campus policies.

3. If no duplicate exists: Prepare for transfer

- Would the Fowler like us to create a digital record, in Excel or a digital catalog?
- Package for transfer to the basement.

PERSONNEL

The project is extensive and could be worked on by multiple staff simultaneously (preferably two staff, given the space restrictions of the room). The process for weeding is not complicated, and student educators could perform this work with minimal training. However, we still recommend looking for an intern or student worker to work specifically on this project, if the long terms goals are to be met in a timely fashion.

It is worth noting that each staff person working on the de-duplicating effort will require a laptop during the second phase (identifying materials) and access to a desktop or laptop for the third phase (deaccessioning).

MATERIALS

Boxes, laptop/computer, book cart, gloves, pencils

ADDITIONAL WEEDING

In addition to the de-duplication efforts, other materials not relevant to the Fowler Library's goals and collections could be removed. The Fowler Library should make decisions on the following:

Multimedia materials

What multimedia does the Library wish to retain in its collection (eg. film, slides, tapes, CDs, DVDs)? If the Library does not have the technology to play such materials, does it still wish to retain them?

Miscellaneous notes

Does the Library wish to retain field notes, teaching notes, and other miscellaneous binders of materials that are not a part of one of its archival collections?

Content

Are there certain content areas that the Library no longer finds useful to its users?

Each of the above will require a different methodology for weeding and deaccession. Once determinations have been made on the above, we would be happy to draft one-pager methodologies to aid future interns and staff in weeding out such materials.

DEFINING THE LIBRARY'S USER BASE + GOALS

Creating a policy statement that lays out the intended users for the library is important for developing management practices. Who are the intended users of the library? Will the library continue to acquire new materials? These different parameters of use will necessitate different management practices regarding circulation, collection development, and maintenance.

CIRCULATION

Without a circulation system, up-to-date catalog, and staff to manage it, many of the issues of disorganization that occur upstairs will carry through to the library downstairs. Some kind of circulation procedure, however informal, could keep things relatively maintained even in the absence of a full-time librarian. A preliminary recommendation would be to create some kind of digital catalog, however rudimentary, with a record of the materials still held.

ARCHIVAL COLLECTIONS

Much of the material housed in the library is archival material, including Fowler institutional records/materials and the Rubin, Altman, and Cordry papers. Archival material requires different organization and preservation protocols than library books. While some of the materials seem to have been sorted (eg. Rubin), others have not been (eg. Fowler institutional records). Plans should be made for the safe preservation of the materials and for the organization of the unsorted materials (eg. creating finding aids for researchers). This could be a very rewarding internship or special project for an archival student.

MATERIALS PRESERVATION

As the basement is fairly damp, the books will require dehumidifiers in order to prevent damage. The humidity level should be around 45-60% and will need to be checked every 2 days, and the dehumidifiers emptied. The temperature should be between 60-70 degrees, and bookshelves should be kept away from heat sources (radiators, outer walls). Further, there are items that might need additional care or maintenance (such as the multimedia materials, any damaged materials, and objects like the luggage).