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## Chapter 4: The special collections

### 1 Background

At an early stage in the plans for the refurbishment of the New Bodleian Library, we recognized that the most significant and most used special collections in the Bodleian's custody, which were stored in the New Bodleian stack, needed to be retained in a suitable central location to ensure continued access to readers without incurring the high risks to collections that would be imposed by the remote storage of these unique materials. Additionally, we accepted that such central storage had to meet national and international standards in order to meet the requirements imposed on the Bodleian Libraries by external authorities for its continued recognition as a suitable repository for the custody of special collections.

We quickly established that only one other of the Bodleian Libraries had the capacity required: the Radcliffe Science Library (RSL). This had closed-stack space for some 24 km of printed books; because of their differing formats and storage requirements, this equated to space for approximately 12 km of special collections, or about half of those stored in the New Bodleian. Selection of the RSL stack had three key implications: the need to empty the space of almost all of the RSL's own stack holdings, refurbishment works required to bring the stack space up to the required standard, and the identification and adaptation of a suitable area for secure reading facilities within the RSL's existing reading rooms.

The need to act quickly to establish central special collections facilities before the closure of the New Bodleian to readers meant that the initial move of RSL collections out of the building had to take place in advance of the completion of the Libraries' intended storage facility. The only way we could achieve this was by transferring these collections elsewhere on a temporary basis, for eventual transfer to the Book Storage Facility (BSF) once feasible. Commercial storage at DeepStore in Cheshire, already used by the Bodleian for storage of some materials, was selected for this purpose, and the emptying of the stack was completed very rapidly, between March and July 2009.

This first phase of the project was followed by a period of refurbishment of the RSL stack and the selected reading area in part of the RSL's underground reading room, the Lankester Room. The stack refurbishment included installation of environmental controls and automated fire-extinguishing equipment, upgrading of security provision, and adaptation of the stack shelving to accom-

moderate special collections material. Reading room works involved segregation of an area to provide self-contained, secure reader facilities with space for open-access reference materials directly relating to those special collections which we were moving. The refurbishment was undertaken between August and November 2009.

The final phase of the operation was the move of the selected special collections to the RSL. This was undertaken between November 2009 and March 2010. The new reader facilities at RSL opened at the beginning of the move period as a skeleton service initially, expanding to a full service as the move progressed and special collections reader facilities in the central Bodleian Library could be transferred to RSL. The new temporary service was fully functional by March 2010, so we could turn our attention to dealing with those collections remaining in the New Bodleian stack and other storage sites being consolidated into the BSF.

While many of the features of the move of remaining material to BSF were similar to those for the transfer of other library holdings, aspects of the preparatory work required were peculiar to special collections. The quantity of material involved was augmented by collections stored remotely at DeepStore in Cheshire and at the Libraries' Nuneham Courtenay repository, which were also to be transferred to the BSF. We undertook the planning of a programme of the processing, boxing and inventory work which we would need to enable these materials to be barcoded and accommodated in the BSF in summer 2010, and the New Bodleian and DeepStore work took place between September 2010 and July 2011 in coordination with other barcoding and move operations. A final stage in the moves to BSF saw the processing of special collections stored at Nuneham Courtenay between September and December 2011.

Large-scale moves of special collections material will not be finally complete until the refilling of the newly completed Weston Library is undertaken after the building is handed back to the Libraries in 2014. Planning for this project is already under way in tandem with other work projecting the operation of the reconfigured special collections library, and will draw upon the experience and expertise developed in the earlier stages.

## 2 The move to RSL

### 2.1 Project management

At the outset of the planning of the move of special collections out of the New Bodleian, we constituted the SC-RSL Relocation Group to manage the transfer of

reader facilities and key collections to the Radcliffe Science Library. This team met to consider and manage all aspects of the move, including:

- the identification of a preferred location of the new Special Collections Reading Room (SCRR);
- the fitting out of the new SCRR;
- the move of materials out of the stack space to be occupied in RSL;
- the conversion of the stack space to conform with relevant standards;
- the move of collections into the prepared RSL stack;
- communications with staff and readers about the moves.

A smaller team formed the SC-RSL Move Sub-Group to manage the move of collections. This met regularly before the move to ensure planning was progressing on schedule, co-ordinate ongoing activities and identify any further actions that were required. Several key personnel were involved, including a special collections move co-ordinator, estates project officers, the conservation manager responsible for moves and packaging, the head of the bookmoving team, and others closely involved in associated operations and services. A project plan was created and reviewed regularly, using Prince2Lite management principles.

We planned that during the move we should hold a regular weekly meeting of those most closely involved, to review progress during the week, review staff and other resources required, monitor the overall programme, ensure adequate communications and agree work streams for the coming week. In the event we found that these meetings were necessary only occasionally because regular contact in the course of operations meant that this kind of information was being shared and reviewed regularly on a more informal basis.

We identified certain constraints and dependencies of particular significance to the duration and successful completion of the move project:

- Lifts: Lifts at both the New Bodleian and RSL limited the rate at which crates could be transferred from picking shelf to destination shelf. We put contingencies in place as far as possible in case of lift breakdowns;
- Weight limits: Weight limits in the New Bodleian and RSL car parks and roadways. These limited the number and size of vehicles that could be used for transporting filled crates;
- Data capture: The time required to record the contents of the crates limited the move.

We monitored these and other risks using a risk register within the move plan.

## 2.2 Identification of priority materials

A key task in the early planning stages was the identification of materials to be relocated to RSL. Each of the five curatorial sections (western manuscripts, rare books, Oriental collections, music collections and maps) initially considered this question separately. The sections then pooled the lists and measurements of the selected materials, and the SC-RSL Relocation Group assessed them to ensure that the quantities involved would fit in the space available. The principal criteria for selection were the significance of the collections, their physical vulnerability and their frequency of consultation by readers, bearing in mind that remaining collections would be stored remotely at the BSF.

In the case of rare books, some of the Bodleian's most important printed collections were not selected for RSL for three additional reasons. Firstly, open-shelf material for post-1701 collections was principally housed in the Old Bodleian's Upper Reading Room and we felt that it would disadvantage readers if they could not read both together. Secondly, numbers of orders for some high-use collections were such that the temporary reading room would have struggled to accommodate the number of readers involved at busy times. Thirdly, some of the most important collections were generally restricted for conservation reasons and we felt that these were better housed at the BSF to free up space in the RSL for more frequently used items. The overriding rationale for selecting rare books collections for RSL was to isolate the pre-1701 collections to form a homogeneous collection, along with accompanying open-shelf reference materials.

Selected collections were mapped to a collections layout showing where the various sequences would be stored within the RSL stack.

## 2.3 Enabling work on collections

A certain amount of preparatory work was necessary before collections could be moved. For rare books, this involved checking and verifying the Libraries' catalogue and boxing the most vulnerable of the collections to be moved. For other curatorial areas, work focused on ensuring that those uncatalogued collections to be moved were adequately packaged and identified, together with some boxing of catalogued collections.

## 2.4 Consultation and communication with stakeholders and advisory bodies

Regular consultation with The National Archives was essential during the planning process to ensure that the proposed facilities met requirements for continued approval of the Bodleian Libraries as a place of deposit, a factor underpinning the whole of the rationale for the move.

Consultation with the Libraries' committees with readers on the intended division of collections between central and remote storage ensured the dissemination of plans to the academic readership. In addition, web pages informed prospective users of the project and were regularly updated to facilitate access to collections at the appropriate location.

Because of the high value of the collections we were moving, we carried out consultations with various authorities while planning the practicalities of the moves. The national Museums, Libraries and Archives Security Supervisor was consulted about the proposed move procedures and his approval obtained. We informed the University Security Service about the intended move and they gave advice on the detailed procedures to be employed.

## 2.5 Constitution of move teams

The move of the collections involved a number of staff, filling four types of role.

The Special Collections Move Co-ordinator was responsible for co-ordinating the managerial and administrative aspects of the move, including issue and collation of paperwork, scheduling the collections to be moved, reviewing progress and day-to-day troubleshooting.

Four curatorial supervisors, drawn from serving curatorial staff, were responsible for the audit and security of collections during the filling and emptying of crates at the New Bodleian and RSL stacks. They reported to the Move Co-ordinator on a day-to-day basis. Their responsibilities included oversight of packing and unpacking to ensure materials were handled, audited and recorded appropriately as they were being packed; securing of crates before transport, and checking and confirmation of the receipt of the collections at RSL.

Budget constraints meant that two of the curatorial supervisor posts were filled by drawing from a rota of curatorial staff.

A curatorial supervisor's time was exclusively devoted to this role, with a tie-in between move rotas and reading room rotas, and back-fill of curatorial reading room cover as required.

Two couriers drawn from staff of the Conservation and Collection Care department were responsible for the security of collections from the time they were brought to the loading area at the New Bodleian until they were despatched to the stack at RSL. They reported to the Move Co-ordinator on a day-to-day basis and liaised closely with the bookmovers at all times. They oversaw the orderly transfer of crates from the New Bodleian stack to the RSL stack, and travelled with loaded vans to the destination.

Twenty-five bookmovers were responsible, under the supervision of the Head of Bookmoving and his deputy, for the physical move of collections from the New Bodleian to RSL. Their duties covered removing material from the shelves at the Bodleian and loading it into crates, transferring the crates to and from the vans, and moving the collections onto the shelves at RSL.

## 2.6 Move methodology

The collections were moved to RSL in sequences reflecting their mapped location in the stack. With two move streams working at the same time, it was important to keep the activities of each segregated as far as possible to avoid interference with each other's work. Collections were moved in alphanumeric shelfmark order within each sequence: the opportunity was taken to draw together collections (or parts thereof) stored 'out of sequence' in the New Bodleian stacks. The way the move was carried out meant that collections were moved in reverse order within each of the sequences.

The duration of move depended on the daily rates achieved. The move was scheduled to last twenty weeks and to be completed by 2 April 2010.

Work was phased to concentrate on collections consulted in the Special Collections Reading Room in the New Bodleian initially, and those consulted in Duke Humfrey's Library (the special collections reading room in the Old Bodleian) in the latter stages. This enabled the Special Collections Reading Room at the New Bodleian to be closed at the earliest possible stage, allowing its operations to be fully transferred to the new reading room at RSL.

The move commenced in November 2009 and was completed slightly ahead of programme in March 2010. At the height of the move, each stream moved an average of 86 linear metres of material per working day to its final place on the shelves in RSL. The separate stream of large format material was moved at an average rate of 1.6m per day. Besides the special collections moves, some time was spent transferring the RSL's own collections between sites, to refill that part of the stack retained for its use. The early completion of the special collections move allowed the spare capacity to be utilized in consolidating the storage of



**Figure 4.1:** Moving the special collections

remaining special collections within the New Bodleian, which proved of great assistance when preparing them for their move to BSF.

The move of open-shelf reference materials from each reading room was undertaken by external contractors and scheduled to take place at times that minimized disruption to readers as far as possible.

Special collections were taken from the existing shelving, placed in plastic, sealable, stacking and nesting transport crates with integral lids, with appropriate packing and protection (Figure 4.1). The current shelf-sequence was strictly maintained. Wherever possible, books and boxes were placed in transit crates so that their shelf-marks were visible. Books and boxes ran in sequence within the crates from left to right, as on the shelf. All slips and tags (including reader request slips) that were found inserted into the sequence were moved with neighbouring material and sufficient space for the missing items allowed for when filling shelves at the RSL.

Crates were clearly tagged with a permanent colour-coded number on the left-hand side of the crate and a barcode on the right-hand side of the crate. Co-ordinated, staggered start times were used for van departures from the New Bodleian and RSL so that vans did not have to wait to access a loading bay.

Packing of material at the New Bodleian was carried out under the overall supervision of the Head of Bookmoves.

For the move, 240 crates on 80 skates were used; after the first few weeks, when we reviewed the move rates we had achieved, this was increased to 264 crates on 88 skates.

The crates were equally divided into two streams, blue and yellow, and sets of 30 (later 33) crates were packed at a time. They were clearly tagged with a permanent colour-coded number and barcode.

Because of the need to maintain shelf-sequence, crates were filled in reverse order, i.e. the third crate of three on a skate was filled first and the first crate last. A crate measure stick was used to measure accurately the stock on the shelf so that the third crate was filled from the correct point in the sequence. As each crate on the skate was filled, the next empty crate was stacked above it and filled in turn. The curatorial supervisor recorded the contents of each crate during this process (see Audit, below), and placed a copy of the shipment record in the top crate before seeing it closed and padlocking the security cable for the three crates on a skate.

As skates were filled, they were lined up in a convenient aisle ready for transfer to the loading bay.

Before the arrival of a van at the loading bay, sets of crates were moved from the pick area to a buffer zone close the lift at the New Bodleian. On arrival of the van, empty crates were unloaded and then the full crates were transferred up to the loading bay in co-ordination with the courier, who scanned each set of crates as it passed the scanning point before seeing them loaded onto the van. When all skates were in the van, the courier secured the van.

The drivers carried out vehicle inspections prior to each journey, while the courier checked that the mobile phone in the vehicle was fully charged each day.

The University Security Service briefed drivers, co-drivers, and couriers during the induction period, describing the routine security actions to be taken and special procedures in the event of an incident en route.

En route the courier notified the Deputy Head of Bookmoving of the van's impending arrival, upon which the streams leader opened up the unloading area in readiness for the arrival of the van.

The sets of crates were scanned by the courier as they passed the scanning point in RSL, before being taken via the lift to the RSL stack. At the same time, empty skates were transferred up ready to be loaded onto the van for its return journey. In the stack, the sets of crates were lined up close to the shelves being filled.

The curatorial supervisor unlocked each set of crates, retrieved the shipment record from the top crate, and checked the contents of each crate as it was

unpacked (see section 2.7 Audit and security below). The bookmovers removed the material from the crates and placed it on the shelves, resetting shelf heights as required. Empty crates were moved to a buffer zone ready for return to the New Bodleian.

Items that were vulnerable or unusual in format, shape or size (including photographic collections, papyri, rolls etc.) were packed and moved by Conservation and Collection Care staff under the direction of the Conservation Manager. Such moves were audited and recorded with input from the relevant curatorial staff. These moves made use of bespoke lockable cabinets designed to accommodate a wide range of materials. The movement of the cabinets was undertaken with the utmost care, particularly when dealing with vulnerable materials. A specific period was set aside to enable moves of especially vulnerable items using air-ride vans hired for the purpose, rather than the standard vans to be used in the main move.

## 2.7 Audit and security

Each curatorial section was responsible for undertaking any pre-audit of their collections prior to the move taking place. The time available precluded a comprehensive audit, so some sections prioritized collections of particular significance or complexity. The recording procedures employed during the move (see below) enabled a check to be made against existing inventories and handlists should any discrepancies arise.

A shipment record was completed for each set of three crates on a dolly. (Figure 4.2) The completed forms for a day's moves were passed to the Move Co-ordinator by curatorial supervisors. The form was in duplicate to allow a record to be retained the central Bodley Library for security, in addition to that travelling with the material. The shipment record included the date, time and crate numbers, and details of any anomalies in the sequence of items.

At RSL, the contents of each crate were checked against the information in the shipment record and the checklist signed off, with any anomalies noted. Once all three crates on a skate had been checked, the record was initialled by the curator, retained and passed to the Move Co-ordinator daily.

The shipment record will be kept as a permanent record of the move. Since the move, staff have had recourse to the shipment records to confirm the transfer of an item to RSL and help locate it there.

For the benefit of readers, regular reports were produced of the shelfmark ranges moved to RSL.



## 3 Moves to the Book Storage Facility

### 3.1 Preparation and inventory of collections

For the move of special collections to the Book Storage Facility, each curatorial section worked on the necessary preparation and inventory work largely independently, but with initial common planning to establish what needed to be achieved, and how this would fit into the wider barcoding and moving operations. The Special Collections Move Co-ordinator continued to monitor progress of all sections to ensure the project remained on target.

The preparatory work involved differed between curatorial sections. For manuscript and archive collections, much of the material involved was uncatalogued and in many cases inadequately identified or boxed, meaning that a considerable amount of inventory and boxing work was required to enable material to be recorded by means of skeleton entries on the library catalogue (which was not generally used for cataloguing or description of such material). When time allowed, and especially where the collections concerned were likely to be in demand, brief box-lists were compiled to facilitate the identification of items when stored remotely. The boxing and inventory work was of huge benefit for the general management of the Bodleian's manuscript and archive holdings, resulting in a comprehensive list of collections held and their precise extent. In addition to preparing the historical collections, the western manuscripts team processed the extensive holdings of the official library records stored in both the New Bodleian and DeepStore. Existing holdings were augmented at all stages of the move by administrative papers and other materials uncovered in various locations by the ongoing emptying of stack areas, or assigned to library records during staff relocations.

For rare books collections, pre-processing work focused on large-scale and often complex data checking and manipulation of existing library catalogue entries to achieve the accuracy and consistency required to enable barcoding to be undertaken by agency barcoders. The data in the catalogue was significantly flawed as a stock-control database, with massive duplication of records across some sections. The pre-processing work effectively 'cleaned' the database, creating a one-to-one relationship between record and physical item for the first time. Many tens of thousands of multi-volume works which were represented on the system with a single record were expanded likewise to create a one-to-one relationship – the vast majority of this work was done manually to ensure that every single rare book was surveyed. Some processing of uncatalogued material was undertaken as well, but formed a minority relative to the significant proportion of catalogued rare books holdings earmarked for transfer to the BSF. The prepara-

tion of the John Johnson collection of printed ephemera involved a huge amount of boxing and inventory of large quantities of uncatalogued ephemera.

Much of the Oriental material was recorded only in card catalogues, meaning that a considerable amount of inventory work was required to create records in the online catalogue. The fact that the material was in non-Roman scripts meant that language specialists had to work very closely with agency barcoders, creating and editing records and dealing with the many queries that arose from the inventory process. As shelving arrangements had been by language and/or topic, much of the inventory work surrounded identifying the rare books and separating them from the rest of the collection so that they could be boxed and recorded as special collections material before their transfer to Swindon.

## 3.2 Barcoding

Barcoding was in many respects similar to the wider barcoding operations being undertaken, with certain special considerations. Paramount among these was the requirement to avoid damaging unique binding materials through the application of barcode stickers to the outside of books and documents. Instead of direct application, we inserted acid-free slips (to which the barcode was applied) into the rare books. This had the disadvantage of potential segregation of book and barcode slip, but we felt that the conservation benefits outweighed this. As many books as possible were boxed in the time available, to enable barcodes to be applied to the boxes instead of using slips. Because many of the manuscript collections comprised modern archival papers, we took a decision at the planning stage to box all such material before barcoding; the same applied to the John Johnson collection.

Besides barcodes, we applied collection codes to groups of special collections material. These were intended as a management tool, firstly to distinguish special collections from other material being transferred to the BSF, and secondly to help with the future refill of the Weston Library through the identification of blocks of material for transfer back to the refurbished library, rather than relying exclusively upon barcode data.

## 3.3 Moves

The move methodology was similar to that for other collections being transferred to BSF, described elsewhere. This was itself grounded in the methods used in the SC-RSL move.

Because of the move rates necessary for the transfer of collections to the BSF within the timescale available, it was not possible to undertake a detailed audit of collections as part of the move methodology. However, the inventory and barcoding work undertaken beforehand meant that detailed and accurate electronic records of the collections being transferred were available, and could be checked against records of material ingested at the BSF. As an additional precaution, some sections additionally scanned barcodes of material immediately prior to its despatch from the building.

### 3.4 Maps

The move of maps to the BSF was undertaken independently of the remainder of the special collections moves, principally as a result of the very different physical format and storage requirements of maps; and also because the maps retrieval operation from the BSF was designed to function outside the Integrated Library System. Barcoding and creating retrievable catalogue records for over a million items was deemed to be impractical given the substantial volume of material due to be moved.

A project management committee was set up to prepare and deliver the move, with representatives from the Map Room, the BSF, Bookmoves, and Document Delivery section. Meetings between March and August 2010 devised a workable methodology concentrating on preparing the ground for the decant and setting in place a mechanism for retrieving maps ordered to the Bodleian from Swindon.

From March 2010, all out-of-sequence map material was re-sorted, creating an overall maps sequence in shelfmark order.

By June, a target decant figure of 50–60 drawers per day had been established, later modified to around 6,000 maps per day [= 42 drawers], scheduled to run for the eight months, and in August 2010 a fleet of 44 bespoke map trolleys was ordered to facilitate the move.

A total of 3,247 map drawers required emptying from the New Bodleian, located on three floors of the bookstack. This figure did not take into account the substantial number of maps placed loose on top of the cabinets. Map Room staff were asked to prepare an operating schedule to show how best to order the emptying and subsequent filling of drawers, whilst retaining shelfmark order.

Meanwhile, at Swindon, pre-planning of empty drawers for growth space was undertaken. It was imperative to have Map Room staff supervising the ingest, alongside three BSF staff appointed specifically to fill the map drawers. An efficient methodology for unloading the 44 map trolleys was devised, so the drawers could be filled quickly, safely, and most importantly, in shelfmark order.

The move began on 17 November 2010 with 144 drawers of Ordnance Survey mapping transported to Swindon. Three van deliveries throughout the day took twelve trolleys each time with four drawers of maps per trolley.

By 14 February 2011, the New Bodleian was finally emptied of maps, three months after the move commenced, and five months ahead of schedule. The rapid decant rate was largely due to excellent work by experienced bookmovers who had honed their skills during the special collections move to the RSL.

The final part of the move saw around 140,000 sheet maps from 1,525 drawers, along with some 68 map cabinets transferred from the Nuneham Courtenay repository to the BSF during the summer of 2011. We had pre-allocated empty drawer space pre-allocated at the BSF for most of this material.

A small relational database is used to monitor requests for map material from the BSF. An automated request system was developed whereby Map Room staff can to input data which is printed out in Swindon, providing BSF staff with details of the reader, their barcode, delivery destination, map shelfmark, map drawer identifier at the BSF, and general notes. This system has continued to work well.

### 3.5 Music

For printed music, the situation was complicated by the fact that the material was partially (but only partially) represented in the main library catalogue and these categories were intermingled on the shelves. Also, much printed music is thin, flimsy and, for the most part, unbound. Such material is grouped together and stored in conservation boxes so the music area of the New Bodleian bookstack contained a mixture of bound volumes of sheet music, more substantial stand-alone items and boxed material, some of which was represented in the online catalogue but the vast majority of which was recorded only in the card and slip catalogues in the reading room. Since specialist music staff have always had complete control over the music area of the stack, fetching and replacing music scores for readers themselves, these factors had not hitherto caused particular problems. However, with the imminent prospect of remote storage, a quick solution had to be found which would enable the collections to be recorded in such a way that they could be moved and retrieved for readers by BSF staff when required.

Because of the insubstantial and fragile nature of most of the unbound sheet music and the frequently less-than-obvious arrangement of the scores in the boxes to a non-specialist, we considered it undesirable to empty the boxes of sheet music for ingest into the BSF, so we decided that whenever an item in a box was requested the whole box would be returned. This meant that a 'retrievable unit' at the BSF could be any of

- a single item (where substantial enough to stand alone on the shelf);
- a bound volume; or,
- a box of unbound items.

In the second and third cases there would not be a one-to-one relationship between a bibliographic record in the online or card/slip catalogues and a ‘retrievable unit’. It was therefore necessary to provide some kind of link between a finding aid for an individual item of printed music and something which represented the physical entity to be fetched. The mixture of catalogues (along with a certain amount of uncatalogued material) was an additional complication.

In the light of the tight timeframe and the need to keep costs down, we decided to create a dummy record in the online catalogue for every ‘retrievable unit’, against which stack requests could be placed, whether or not that item was already represented in the catalogue. Now, when a reader initiates a request for an individual item, either online or manually, music staff re-order the item against the appropriate dummy record.

A temporary member of staff was appointed for the 12 weeks leading up to Christmas 2010 to work with an existing member of the music team to produce a series of spreadsheets which recorded basic information for every stand-alone item, bound volume or box on the shelves of the Music stacks. In practically all cases, the information recorded was no more than the shelfmark of the item, with additional qualifying information if necessary. A total of 55,060 items was recorded in this way, representing approximately half a million individual music scores. Each line of the spreadsheets was then converted into a basic MARC ‘bibliographic’ record which was then loaded into OLIS, with an item record attached to allow for the tracking of the movement of the items on the system. We subsequently created a further 300+ additional records to record uncatalogued or ‘non-collection’ material from the Music Section which could no longer be accommodated in the staff office after the move.

## 4 Weston refill methodology

Work on the planning of the refill of the refurbished Weston Library, which will be dedicated to the storage of special collections, has already begun. Initial considerations cover the selection of those special collections to be housed in the new stack areas, as there will be a shortfall in the space available compared with the total of all special collections in the custody of the Bodleian Libraries. Besides collections falling within the curatorial areas formerly housed in the New Bodleian,

collections such as those of the Bodleian Library of Commonwealth and African Studies and the Oxford University Archives will be integrated into the Weston Library. In general, collections considered of low use (especially uncatalogued collections) or of low vulnerability will be retained at the BSF.

We intend that collections will be stored in shelfmark order, reflecting a strong preference to maintain the discrete identity of many special collections and facilitate several aspects of their management. The transfer of collections back from RSL and certain other locations will involve a relatively straightforward replication of existing storage sequences. In the case of collections temporarily transferred to BSF, a reconstitution process will be necessary, and trials are under way to establish the best method of achieving this and assessing the impact on move rates.

## 5 Statistics

Quantum moved (linear metres)

To RSL/new reading room locations

Western Manuscripts	6,186
Rare Books	3,597
Oriental collections	1,810
Music collections	164
Maps	34
Open access material	387 (+2525 microfilms)
<b>Total</b>	<b>12,178</b>

To the Book Storage Facility

Western manuscripts	
– from New Bodleian	3,705
– from Deepstore	500
– from Nuneham	90
Library Records	
– From New Bodleian	590
– From Deepstore	620
– From Nuneham	113

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Rare Books	
– From New Bodleian	11,502
– From Nuneham	2,725
John Johnson collection	2,605
Oriental collections	535
Oxford University Archives	400
Music collections	1683
Maps	1,2000,000
Total (linear measure only)	24,478
<b>Grand total</b>	<b>36,656</b>

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