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All You Ever Wanted to Know About ARC Storage and Then Some

Fred Smith

Georgia Southern University, fsmith@georgiasouthern.edu

Debra G. Skinner

Georgia Southern University, dskinner@georgiasouthern.edu

David A. Lowder

Georgia Southern University, dlowder@georgiasouthern.edu

Cynthia J. Frost

Georgia Southern University, cjfrost@georgiasouthern.edu

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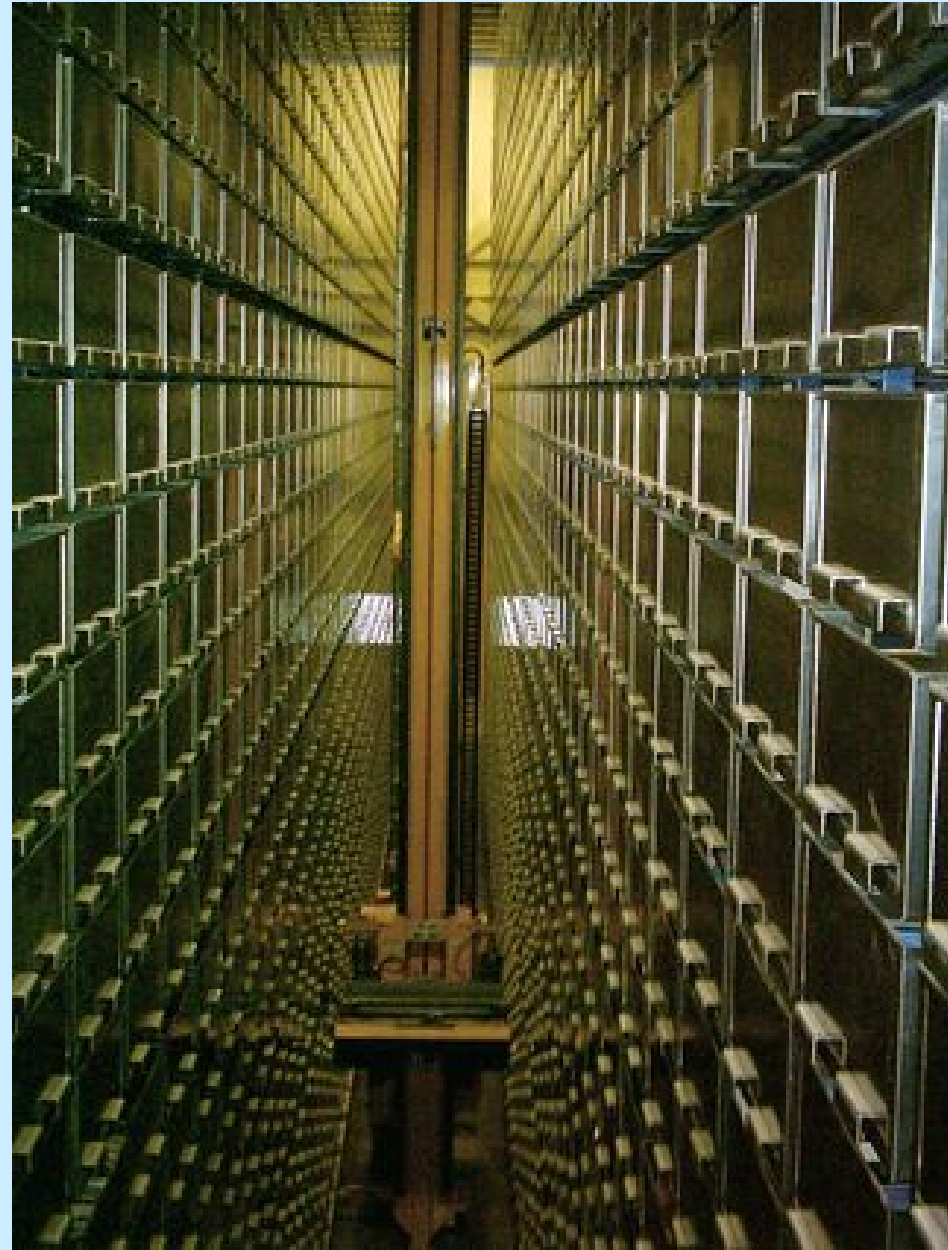
Implementing an Automated Retrieval System

As part of a \$22,751,000 building expansion and renovation project, Georgia Southern University installed an Automated Retrieval System in the summer of 2006.

This is the story of our trials and tribulations... oh and some triumphs too!

Fred Smith, Debra Skinner, David Lowder,
Cynthia Frost

Georgia Southern University



Building Program is in Two Phases

- Construction - Phase I – July 2004 – July 2006
Build three story addition to our present four-story 1970's stucco building
- Construction - Phase II – October 2006 – June 2008
- Move **EVERYTHING** out of the old building in 60 days so it could be renovated
- Temporary storage building scheduled for demolition June 2006
- ARC was a way to stay within our budget while still retaining easy access to materials during Phase II and for years to come

Planning the Physical Space

- Space is designed for three aisles. We have two and room for adding third.
- Space is three stories tall with staff workstations on the second floor. Each aisle has two workstations with a center space that can be accessed from either workstation.
- We have a major support column blocking the center space of one aisle. It can only be reached by stretching around the column. ☹️



Server

The system is run by a pair of servers in a cabinet. You'll need a large space with access on sides.

If one server has a problem, the other server takes over automatically to keep things running. Each server requires it's own network connection. Also the cabinet needs a network connection for each installed aisle.

We specified that our cabinet include a UPS requiring a 220 outlet - that required additional planning.





There are emergency stop buttons at each aisle but they were placed where they were constantly being accidentally bumped by staff. We added covers to make them less accident prone but they are still easy to hit with book trucks. ☹️

If you hit the emergency stop button someone has to go and reset the ARC hardware on the first floor.



- ARC hardware is located at the back of the first floor. We have exterior doors as well as a door from inside the library.
- Adding a third aisle will completely fill the space leaving no way to use the inside door for access! ☹️
- We'll have to go outside and all the way around the building to get to the exterior door anytime we need to reset anything. ☹️
- But the empty third aisle makes a great place to store junk! 😊



Staff Plan the Move

- Beginning in fall 2004 there was a “what goes in ARC?” committee
- In late fall 2005, 4 committees were created to plan the move to the Addition for Phase II
- Group A was “moving the collection” and was composed of ILL/shelving unit of Access Services, the Systems Librarian, and most of Collection and Resource Services Dept.
- Most of the plans concerning what materials went where and how it would be accomplished and what the procedures would be came from this committee’s work

Selecting Materials for the ARC

- Everything going into the ARC had to be barcoded – the pre-1998 periodicals were barcoded between August 2003 and September 2004.
- We knew roughly how many linear feet of shelves fit in the space that we had available for open stacks.
- Lots of measuring was done in the periodicals collection to determine that we would be able to fit 1990- in the open stacks.
- We guessed at how many items we'd be able to get into the ARC in the 60 days the builder had scheduled for us between Phase I and Phase II. The rest would go to offsite storage.

David did a crosstab query in Access to look at LC Class and historical charges via Voyager – back to 1991.

CLASS	0	1	10	11	1
AC					
AE	16	5			
AG		1			
AM	3	3			
AS	233	16			
AZ	5				
B	368	138	8	2	
BC	9	2			
BD	94	28			
BF	284	121	26	14	
BH	30	11			
BJ	124	28	1	1	
BL	128	37	12	2	
BM	50	13	1		
BP	60	20	10	2	
BQ	9	3	1	1	
BR	130	40	4	1	
BS	186	55	2		
RT	56	18	2		

He also used Access to get a breakdown of our monographs by publication date and LC Class. We decided to put anything published in 2004 or later into the open stacks regardless of the number of charges.

LC CLASS	# of our monographs that were published in :													Total # in the Library			
	Pre 1995	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006				
AC	215	2		1	2		1	2	1					224			
AE	63	2	2	1	2	1				1		1		73			
AG	56			3	2			1		1	2			65			
AI	19								1	1				21			
AM	79	5	3	4	2	2	1	1	2		1	1		101			
AN	0							1						1			
AP	10						1	1						12			
AS	799	2	2	2			1							806			
AY	9	1												10			
AZ	89	3	1	4	2		4	3	1	1	1	2		111			
Total																	
ZA				1	1	2	7	2	6	4	3	1	1	2	4	1	35
Total	306,375	8,546	7,488	8,672	10,286	10,409	9,942	8,380	6,732	7,206	7,791	7,282	2,822	401,931			

July 2006

What Went Where

- Periodicals
 - 1990 – current in the open stacks
 - 1971 – 1989 in the ARC
 - Prior to 1971 in the warehouse
- Monographs
 - 4 or more historical charges in the open stacks
 - published 2004 or later in the open stacks
 - published prior to 2004 with 1-3 historical charges in the ARC
 - published prior to 2004 with no historical charge per Voyager in warehouse
 - Sets and classed together series in open stacks or warehouse
- Special Collections in the ARC
- Audiovisual materials in the ARC



Choosing the Bins

- Bins are all 24" x 48"
- Bins come in different heights.
- 6", 10", 12", 14" and 18"
- Estimated number of microform reels and video tapes etc. to get the number of 6"
- Counted number of shelves of oversize items to get the number of 18"
- Guesstimated on the rest once we determined that books mostly 10" and 12" and periodicals 12" and 14".

Dividing the Bins

- Bins can be subdivided into several sector configurations
 - Single sector
 - 2 x 2
 - 2 x 3
 - 2 x 4



- Sectors are used to pinpoint items in bin
- System tells operator which sector to look in for requested item
- HK can preload the database with your bin configuration
- Empty bins can be reconfigured as needed



Our Initial Configuration

6" = 150 bins with 4 sections each (videos, microfilm)
30 bins with 1 sections (tubes, large books laid flat)

10" = 1,800 bins with 4 sections each

12" = 3,060 bins with 4 sections each

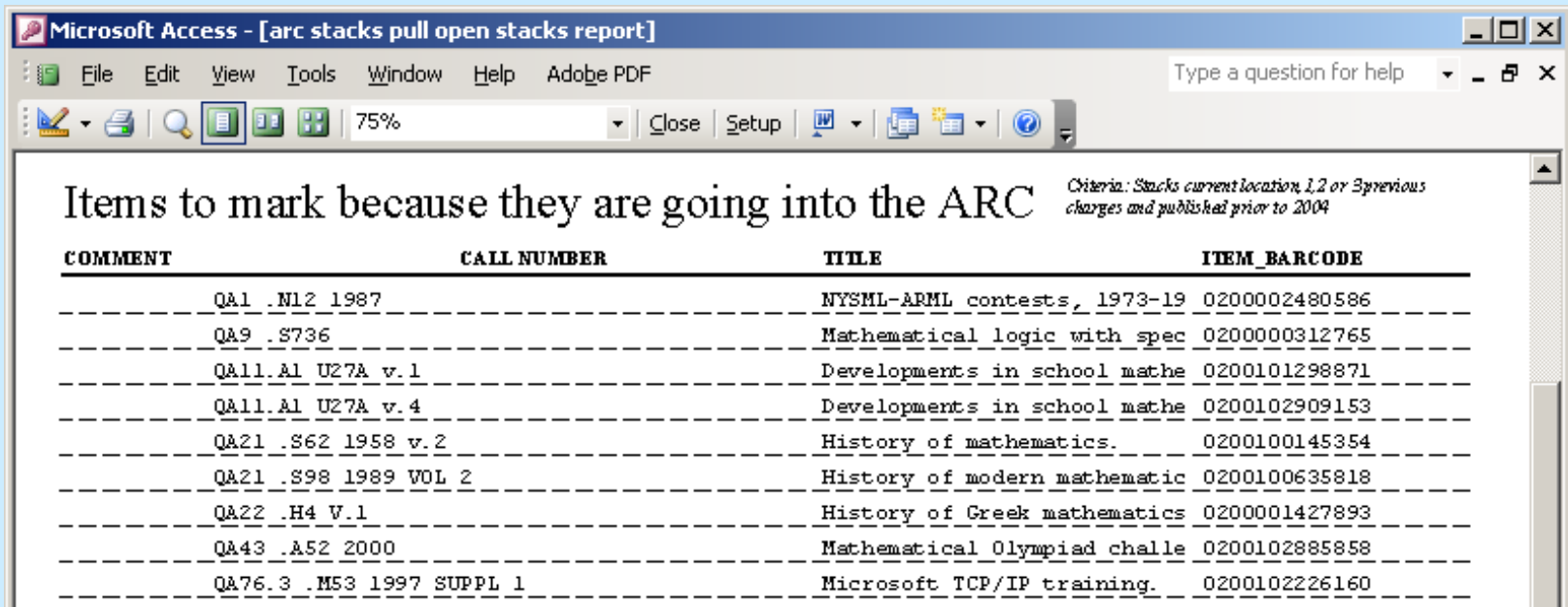
14" = 900 bins with 4 sections each

18" = 300 bins with 4 sections each
60 bins with 1 sections (large boxes)

For a total of 6300 bins

Getting Materials Ready for the Move

- David wrote shelf list reports in Access using our criteria and staff ran the reports by LC Class and destination location – ARC or open stacks.
- Beginning in Feb. 2006, staff went through the book stacks marking materials to show destination – ARC, open stacks or warehouse.



Microsoft Access - [arc stacks pull open stacks report]

File Edit View Tools Window Help Adobe PDF Type a question for help

75% Close Setup

Items to mark because they are going into the ARC *Criteria: Stacks current location 1,2 or 3 previous charges and published prior to 2004*

COMMENT	CALL NUMBER	TITLE	ITEM_BARCODE
QA1 .N12 1987		NYSML-ARML contests, 1973-19	0200002480586
QA9 .S736		Mathematical logic with spec	0200000312765
QA11 .A1 U27A v.1		Developments in school mathe	0200101298871
QA11 .A1 U27A v.4		Developments in school mathe	0200102909153
QA21 .S62 1958 v.2		History of mathematics.	0200100145354
QA21 .S98 1989 VOL 2		History of modern mathematic	0200100635818
QA22 .H4 V.1		History of Greek mathematics	0200001427893
QA43 .A52 2000		Mathematical Olympiad challe	0200102885858
QA76.3 .M53 1997 SUPPL 1		Microsoft TCP/IP training.	0200102226160

We put a red dot on the spine of items going into the ARC and black dots on items going into the open stacks. Items going to the warehouse weren't dotted. Accuracy, neatness and uniformity were the goals of our procedures that included directions on size and placement of the dots!

After training, two-person teams began color coding late February and finished by early April.



Color-Coding the Books



- Most library personnel worked an hour each day – 7 teams marked black and 12 marked red.
- Others did problem solving or filing
- Friendly team rivalry helped make it fun.
- After all the planning and anticipation – everyone now was experiencing real action.

Prepping Materials for the ARC

- Beginning in Dec. 2005, staff and student workers went through the periodical stacks and marked the last three digits of the barcode on the top of volumes 1971-1989 – ARC marking.
- Procedures included the directions to write numbers uniformly – by shape and size.
- Once the bulk of the dotting process was done, staff ARC marked monographs destined for the ARC.
- Finished the first week of June 2006.



Pulling ARC Books From Stacks

- Staff worked in teams to pull red-dotted books from stacks
- Physical capabilities and knowledge of shelving now a consideration
- Earlier, hired 10 students to help with marking, shifting, sorting, pushing carts, etc.



Prep and Sorting Area - Tables

- Red-dotted books taken to sorting area on main floor to be measured and grouped by bin height
- Templates used for measuring – inside bin measurement 9.5 inches, etc.



Prep and Sorting Area - Carts



Once sized, the books were loaded onto carts with a flag showing the size of bin needed to house those books

Carts Moved to ARC area

Staff pushed carts to the ARC – students were forbidden to enter the construction site!



Loading the ARC



- After training, two-hour shifts of 4 loaders and 1 supervisor filled the ARC bins with materials – first books, then periodicals
- Bin numbers filled were recorded and initialed for possible future need

Marking Bin Sectors

- Sectors aren't much good if you can't tell where they begin and end.
- Rigid dividers are available at a cost.
- We had no budget left so we use manila folders as sector borders.



Still Loading the ARC

- Exercise steps were useful for many staff to reach bins
- The bulk of ARC loading was from mid-June to mid-August



Loaders Worked Fast



Once the ARC loaders became confident with the routine, staff delivering filled carts could barely keep up – and periodicals loaded faster than books. (We now have 2449 bins filled with 214,810 items – 10/15/07)



Updating Records in Voyager

- Created ARC locations needed in Voyager.
- We have ARC locations for monographs, periodicals, and AV since they use different Circ happening locations.
- Created a make table SQL query on the HK server to dump the barcodes that were newly added to the bins.
- MS Access query eliminated barcodes we didn't want to change. Special Collections are in the ARC but we don't want them requested via the OPAC.
- Used that to produce a barcode file to use in Pick and Scan for updating records.

Pick and Scan

- For single volume items we changed the MFHD and the item perm location.
- For multi-volume sets that were split, we changed the item temp location only.

The screenshot displays the 'Pick And Scan' application interface, which is divided into two main sections: 'Item Options' and 'Items'.

Item Options Section:

- Holding Location:** ZAutomated Retrieval
- Permanent Location:** ZAutomated Retrieval
- Temporary Location:** No Change
- Permanent Type:** No Change
- Temporary Type:** No Change
- Media Type:** No Change

Items Section:

- Barcode:** [Input field with a checkmark icon]
- Select File:** C:\Documents and Settings\dlowder\My Documents\...
- Buttons:** Process File, Print List, Save to File, Close

How the ARC Gets the Data

- Anytime a new barcode is added to Voyager database, a record goes into the REMOTE_STORAGE_QUEUE table. This barcode is then sent to the ARC server in case you ever want to store that item in the ARC.
- The problem is to get the barcodes of your existing collection into the ARC server's database. When you purchase the ARC module you will need to make sure to ask about how to do this. It requires an extra piece of software.
- This table is also where requests go to be sent to the ARC server.

QUEUE_ID	LOCATION_ID	MESSAGE_TYPE	ITEM_BARCODE	ITEM_ID	PATRON_ID	SENT	PICKUP_LOCATION
710784	25	ADDI	0200105206706	1032346	0	Y	0
710785	25	ADDI	0200105206698	1032347	0	Y	0
711612	63	REQUI		706296	58505	Y	24
712026	21	DELI	0200110105299	809126	0	Y	0
712070	18	ADDI	0200104590845	1033271	0	Y	0
712089	18	ADDI	0200104567181	1033289	0	Y	0
712091	18	ADDI	0200104567991	1033291	0	Y	0
712106	18	ADDI	0200104567983	1033306	0	Y	0
712703	63	REQUI		408673	35893	Y	24
712936	63	REQUI		651048	58148	Y	24



Using Restricted Bins

- We are keeping our Special Collections in the ARC. They are in dedicated bins that are set as “restricted” in the HK software. The way that the HK software handles restricted bins is cumbersome to say the least.
- Some of our staff are still trying to remember all of the steps involved to access restricted bins! 😞
- We didn’t change the Voyager records for these since we don’t want these to be requested from the OPAC. A patron must see a member of the Special Collections staff to access material. The staff member looks up the item barcode and places the request at the ARC workstation.



Cataloging for Materials in the ARC

- Catalog is interface for accessing resources from ARC
- All materials must have a barcode so ARC can keep track of location
- Patrons must request materials through catalog
- Like other types of storage, cannot browse stacks
- Must provide virtual browsing if materials are not “retired” but are an active part of collection

Collection Browsing

- Materials are not stored in call number order in ARC.
- Library users can browse virtually by call number in ARC.
- For this reason, call numbers are important although not used for shelving location.





Keyword Search

Institution Name: Georgia Southern University

No matches were found in this catalog:

- Check your spelling.
- Try another type of search.
- Ask a librarian for assistance.
- **NEW** [Click here](#) to execute this search in the *GIL Universal Catalog*. [Eligible patrons](#) may request [circulating items](#) using the online request service, *GIL Express*.

[Keyword Search](#)
[Exact Search](#)
[Course Reserve](#)

Search for:
all of these
Search in: Keyword (Title/Subject)

AND
 OR
 NOT

Search for:
all of these
Search in: Keyword (Author)

AND
 OR
 NOT

#	Title	Author	Dates
<input type="checkbox"/> 1	Classroom robotics : case stories of 21st century instruction for millennial students / [edited] by Mark Gura and Kathleen P. King. <i>Library Location: Book Shelves (Second Floor) Call Number: TJ211.26 .C53 2007 Status: Not Checked out</i>		2007
<input type="checkbox"/> 2	Faculty mentoring : the power of students in developing technology expertise / edited by Ann D. Thompson, Hsueh-Hua Chuang, Ismail Sahin. <i>Library Location: Book Shelves (Second Floor) Call Number: LB1731.4 .F33 2007 Status: Not Checked out</i>		2007
<input type="checkbox"/> 3	History of news / by Mitchell Stephens. <i>Library Location: Book Shelves (Second Floor) Call Number: PN4731 .S686 2007 Status: Not Checked out</i>	Stephens, Mitchell	2007
<input type="checkbox"/> 4	Nonfiction author studies in the elementary classroom / edited by Carol Brennan Jenkins and Deborah J.D. White. <i>Library Location: Book Shelves (Second Floor) Call Number: LB1575 .N66 2007 Status: Not Checked out</i>		2007
<input type="checkbox"/> 5	Reading for information in elementary school : content literacy strategies to build comprehension / Nancy Frey, Douglas Fisher. <i>Library Location: Book Shelves (Second Floor) Call Number: LB1573 .F67 2007 Status: Not Checked out</i>	Frey, Nancy, 1959-	2007
<input type="checkbox"/> 6	Role of the library in the first college year / Larry L. Hardesty, editor. <i>Library Location: Reference Collection - Third Floor Call Number: REF Z711.25.C65 R65 2007 Status: Not Checked out</i>		2007
<input type="checkbox"/> 7	Sailing into the future : charting our destiny : proceedings of the Thirteenth National Conference of the Association of College and Research Libraries, March 29-April 1, 2007, Baltimore, Maryland / edited by Hugh A. Thompson. <i>Library Location: Book Shelves (Second Floor) Call Number: Z675.U5 A73 2007 Status: Not Checked out</i>	Association of College and Research Libraries. National Conference (13th : 2007 : Baltimore, Md.)	2007

Results List

10 records displayed per page

[New Search](#) [Quick Search](#) [Previous](#)

Selected Title

[Brief Display](#)

[Full Display](#)

[More Like This](#)

[Technical Display](#)

Title: The role of the library in the first college year / Larry L. Hardesty, editor.

Publisher: Columbia, SC : National Resource Center for The First-Year Experience & Students in Transition, University of South Carolina, 2007.

Description: xxvi, 296 p. : ill. ; 28 cm.

Series: [The First-year experience monograph series ; no. 45](#)

Notes: Includes bibliographical references.

Subject(s): [Library orientation for college students --United States.](#)

[Information literacy --Study and teaching \(Higher\) --United States.](#)

[Academic libraries --United States --Case studies.](#)

[Academic achievement --United States --Case studies.](#)

[College freshmen --United States.](#)

Linked Resource: [Table of contents only](#)

Location: Reference Collection - Third Floor

Call Number: REF

[Z711.25.C65 R65 2007](#)

Number of Items: 1

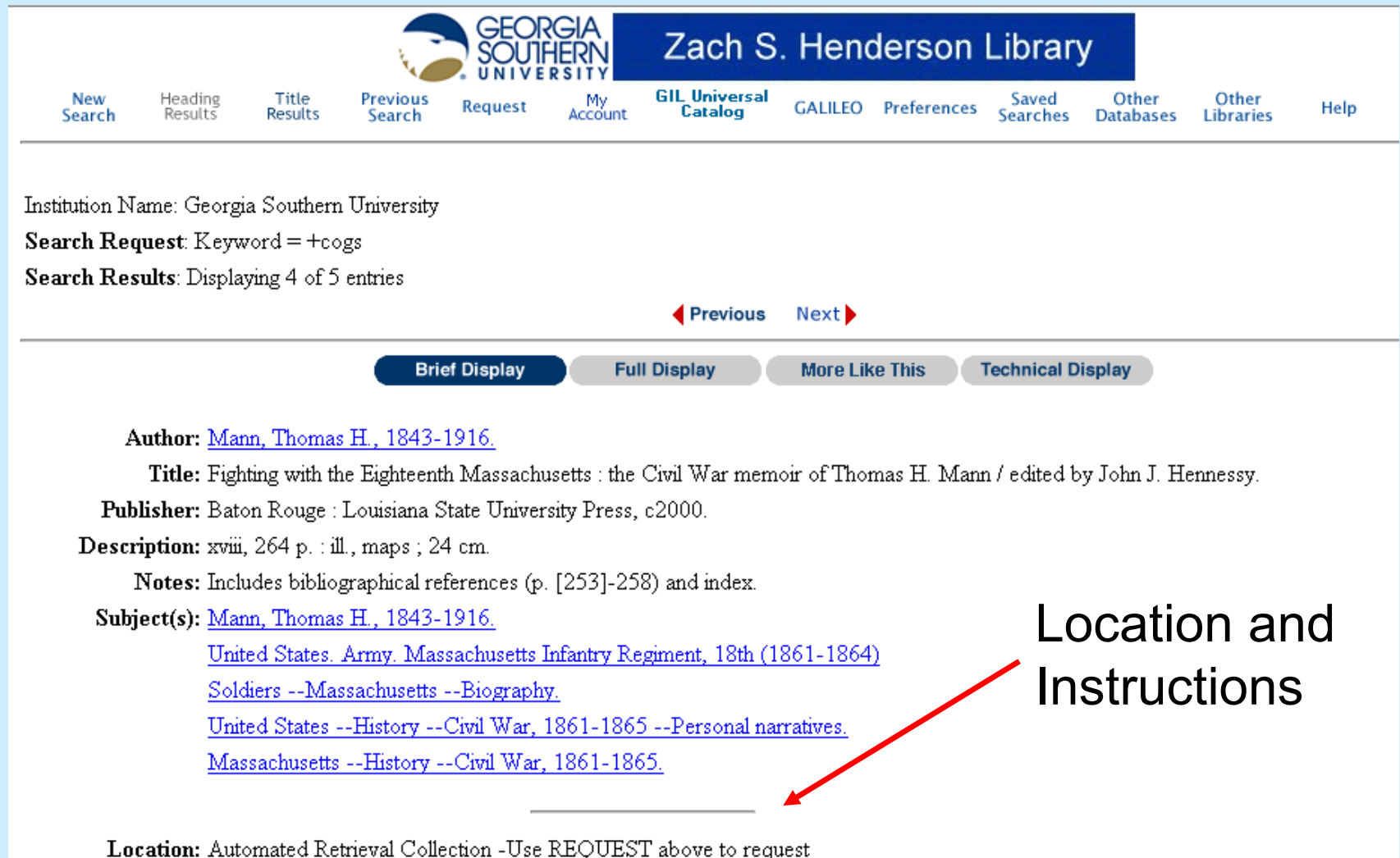
Status: Not Checked Out

Click on Call Number for
Virtual Shelf Browse

Virtual Browse Results

Mfhd Call Number	Title
REF Z711.25.C65 R65 2007 Reference Title	Role of the library in the first college year / Larry L. Hardesty, editor.
Z711.3 .B6	Use of basic reference sources in libraries.
Z711.3 .J2 Stacks Title	Catalog use study, director's report. Edited by Vaclav Mostecky.
Z711.4 .A2 Stacks Title	Issues of freedom in American libraries [edited] by Everett T. Moore.
Z711.4 .A55 1952 ARC Title	Freedom of communication; proceedings of the first conference on intellectual freedom, New York City, June 28-29, 1952, sponsored by the Committee on Intellectual Freedom of the American Library Association. Edited by William Dix and Paul Bixler.
Z711.4 .A55 1953 ARC Title	Freedom of book selection; proceedings of the second conference on intellectual freedom, Whittier, California, June 20-21, 1953, sponsored by the Committee on Intellectual Freedom, the Book Acquisitions Committee, and the Board on Acquisition of Library M
Z711.4 .A57 1986 Stacks Title	Freedom and equality of access to information : a report to the American Library Association / Commission on Freedom and Equality of Access to Information, Dan M. Lacy, chair.
Z711.4 .A63 ARC Title	Problems in intellectual freedom and censorship, by A. J. Anderson.
Z711.4 .B8 ARC Title	Freedom versus suppression and censorship; with a study of the attitudes of Midwestern public librarians and a bibliography of censorship [by] Charles H. Busha. Pref. by Allan Pratt. Introd. by Peter Hiatt.
Z711.4 .I57 1974	Intellectual freedom manual.

User Interface to ARC



The screenshot displays the user interface of the Zach S. Henderson Library. At the top, there is a navigation bar with the Georgia Southern University logo and the library name. Below this, a menu of options includes New Search, Heading Results, Title Results, Previous Search, Request, My Account, GIL Universal Catalog, GALILEO, Preferences, Saved Searches, Other Databases, Other Libraries, and Help. The main content area shows the institution name, search request, and search results. A navigation bar below the results includes buttons for Brief Display, Full Display, More Like This, and Technical Display. The search results for a book by Mann, Thomas H., 1843-1916 are displayed, including title, publisher, description, notes, and subject(s). A red arrow points from the text 'Location and Instructions' to the 'Location' field at the bottom of the page.

GEORGIA SOUTHERN UNIVERSITY Zach S. Henderson Library

New Search Heading Results Title Results Previous Search Request My Account GIL Universal Catalog GALILEO Preferences Saved Searches Other Databases Other Libraries Help

Institution Name: Georgia Southern University
Search Request: Keyword = +cogs
Search Results: Displaying 4 of 5 entries

◀ Previous Next ▶

Brief Display Full Display More Like This Technical Display

Author: [Mann, Thomas H., 1843-1916.](#)
Title: Fighting with the Eighteenth Massachusetts : the Civil War memoir of Thomas H. Mann / edited by John J. Hennessy.
Publisher: Baton Rouge : Louisiana State University Press, c2000.
Description: xviii, 264 p. : ill., maps ; 24 cm.
Notes: Includes bibliographical references (p. [253]-258) and index.
Subject(s): [Mann, Thomas H., 1843-1916.](#)
[United States. Army. Massachusetts Infantry Regiment, 18th \(1861-1864\)](#)
[Soldiers --Massachusetts --Biography.](#)
[United States --History --Civil War, 1861-1865 --Personal narratives.](#)
[Massachusetts --History --Civil War, 1861-1865.](#)

Location: Automated Retrieval Collection -Use REQUEST above to request

Location and Instructions

ARC Request



GEORGIA
SOUTHERN
UNIVERSITY

Zach S. Henderson Library

[Heading Results](#)

[Title Results](#)

[Previous Search](#)

[Request](#)

[My Account](#)

[GIL Universal Catalog](#)

[GALILEO](#)

[Preferences](#)

[Saved Searches](#)

[Other Databases](#)

[Other Libraries](#)

[Help](#)

WebVoyage Request: Automated Retrieval Collection

Title: Fighting with the Eighteenth Massachusetts : the Civil War memoir of Thomas...

Instructions:

- Follow these 4 steps to complete this form:
1. Select the item from the drop down menu
 2. Enter your Eagle ID Number
 3. Click "Submit Request" button
 4. Pick up item at Circulation on 2nd floor

Select an item:

c. 0 ▾

Pick Up At:

.Circulation Desk ▾

Georgia Southern Eagle ID Number:

Submit Request

Clear Form



Bibliographic Control

- All materials placed in ARC need complete bibliographic information for virtual browsing in addition to barcode for each item.
- Need sufficient information to decide if the resources is what user wants
- Happens to coincide with trend to enhance catalog
 - Contents
 - Summaries
 - Links to more information
- Links to online if available since some of periodicals in ARC may be duplicated if online



What Works in the ARC

- Good ARC Candidates
 - Monographs with complete cataloging
 - Bound periodical volumes cataloged
 - Audiovisual materials cataloged
 - Special Collections
 - Materials with adequate information for user to decide
- First materials considered for ARC may be least ready
 - Older bound periodicals (no items and barcodes)
 - Government Docs (formats; no items, barcodes, or cataloging especially for pre-1976)
 - Microfilm newspapers, periodicals, microfilm sets (no items or barcodes)
 - Sets of books that have common index or are used together
 - Can store runs of similar materials with single barcode but amounts to storage rather than active collection (example: indexes duplicated online)

Retrospective Projects

- Generated retrospective cleanup and bar coding projects
 - Periodicals bar coding and item project
 - Cataloging & bar coding government documents
 - Classifying and bar coding microfilm newspapers
 - Cataloging & item creation English Literary Periodicals & American Periodical Series (microfiche)





Item Record Enhancement

- Tend now to look at all cataloging with idea that it could be in ARC one day
- Enhancing item records for sets and periodicals
- When library is finished, most monographs will go back to shelves
- Older periodicals & special collections will be primary occupants of ARC
- Important to enhance periodical records to show missing issues, not published issues, etc.
- No Dummies in the ARC



Periodical Item Enhancement Examples

Automated Retrieval Click to Request	v.1 A-B
Automated Retrieval Click to Request	v.2 C-D
Automated Retrieval Click to Request	v.59 (1975) missing no. 5 (May)
Automated Retrieval Click to Request	v.1 Physical Treatises
Automated Retrieval Click to Request	v.2 Biological Treatises
Automated Retrieval Click to Request	v.3 Letters, 1870-75
Automated Retrieval Click to Request	v.4 Letters, 1876-81

The Circulation Desk and the ARC



Georgia Southern Does Not Use the ARC as Most Libraries Do – At Least Not in the Beginning

- Seldom used materials the rule: Eastern Michigan=1-2 picks a day
- Georgia Southern uses it for medium use materials: average 21 picks a day

More Considerations than Initially Considered

- Check out of ARC, out to patron, check in, check back in to ARC
- New task: who returns materials to ARC?

Multiple Holding Shelves Increase Complexity of Working the Circulation Desk

- Shelves for ARC pickup, GIL Express pickup, ILL pickup, Search pickup, Hold pickup
- One place for all? No
- And you've got to do something with the returns too
- How long do you keep each type material on the hold shelf?

Holding Shelves



Bins Backing Up Problem

- For requests made in person, bin is on its way, but ...
- If requests are made remotely, Circulation Desk workers don't know immediately
- If they back up, it becomes a service issue

Related problem: Filling the Sectors

- If you take something out without putting something in, ARC knows there's free space
- Can't specify you want an empty bin
- Not good for re-ARCing lots of books

- Books waiting to be returned to ARC bins as needed – to fill sectors when requested books are picked – our current situation.



Service Issue vs ARC Reshelving Issue

When Circ Desk people go to pick something for a patron and find many...

So, must remember to check for bins waiting at frequent intervals

Circ Desk Staffing Issue

Servicing ARC requires being out of sight of Circulation Desk

We like to have two on duty at desk, but now even more necessary

Patron Satisfaction

Results of Survey

- Were the items ready when expected?
77 yes 4 no
- Were they as useful as expected?
68 yes 6 no
- Was it difficult to make the request?
7 yes 74 no
- Level of Satisfaction:
1 poor, 1 below average 13 average, 24
above average, 41 good

Miscellaneous Additional Observations - Negative

- Some faculty are never going to like ARC storage, especially humanities faculty
- Retrieving periodicals more difficult than books

Miscellaneous Additional Observations - Positive

- Less expensive than construction of regular building
- Students like it
- Provides storage for other stuff: seldom used files, offices supplies, archival stuff, expensive stuff such as A-V (great security)
- Beats off site storage by a mile! (or more)
- Almost always find what you're looking for
- Great for publicity. (administrators, engineers & other mechanical types, patrons in general, visitors)

Third Grade Class



Listserv

New closed listserv for ARS users
ARLIB-L@GEORGIASOUTHERN.EDU

Send a message to

listserv@georgiasouthern.edu

With **subscribe arlib-l** in the message