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The University of
Melbourne

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UNIVERSITY OF MELBOURNE LIBRARY COLLECTION MANAGEMENT PLAN

A review of the University of Melbourne Library collections with
recommendations for management, primarily covering storage locations.

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The University of Melbourne Library

1 : The Environment

The University of Melbourne Library operates across 20 service locations including 13 branches, 3 special collections, 2 stores, the University of Melbourne Archives and Grainger Museum to serve the requirements of Australia's largest research university, covering 50,000 students and 11,000 staff. The Library hosts more than 1.4 million visitors per year and undertakes over 1.3 million loan transactions.

In recent years, the Library has focused on the development of discipline based precinct libraries which in many cases are established with University student centres and Student IT locations to provide a hub for students. Key developments have included the building of the Giblin Eunson Library, the redevelopment of the Eastern Resource Centre, Brownless Biomedical Library and the initial stages of redevelopment of the Baillieu Library. In 2012, developments included relocation of the Architecture, Building and Planning Library and East Asian Collection to the Eastern Resource Centre to allow for building redevelopment and the transfer of the Research collection to discipline libraries including the integration of some collections at the Baillieu, Eastern Resource Centre and Architecture, Building and Planning libraries and extensive collection movements at the Baillieu library and Eastern Resource Centre to accommodate collections.

The Library has a variety of governance processes in place for collection management including library management, academic committees, a specialist Collections Committee and subcommittees, library user groups and collection development policies and procedures.

This collection management plan focuses on developments for 2013 through to 2018 and beyond. It is based on interviews with key staff, a space analysis of most collection locations and a detailed assessment of item and checkin records from the Millennium Library Management System, which provides the University Library catalogue. The key emphasis has been on collection storage, especially of shelved collections, with discussion of requirements for cataloguing, the Millennium system, preservation and digitisation also included.

2. Collection Storage

The Library has around 78 km of shelved collections stored on 101 km of shelving across its various locations, a shelving utilisation rate of 77% (see Table 2.1). Although this is a healthy utilisation rate for overall collection space, various collections have a much higher shelving load including Law (94%), Cultural Collections (88%), Creswick Library (91%) and the Lenton Parr Library (87%). The Baillieu Library currently has excess capacity from collection projects in 2012 giving it an overall rate of 79%, however following rearrangement of collections some of this capacity will be transferred to student space or other purposes so it is important that collection issues in the Baillieu Library continue to be addressed.

The University stores have received over 20 km of storage space through extension projects at both locations in the past four years taking the total shelving available to 31 km. Of this total, 9.5 km in empty space was remaining in November 2012. Monograph relegation projects from the Baillieu library over November 2012 – January 2013 and the transfer of East Asian journals to store were expected to

reduce this available total to just under 9 km for 2013. A significant component of the Store collection is composed of print journals now duplicated by electronic versions.

On campus library collection space is not growing at the same rate as the collection. The major recent building development, the Giblin Eunson Library has been offset by the closure of the science branch libraries, the Engineering library, the temporary relocation of the Architecture Building and Planning library and the current redevelopment of Level One of the Eastern Resource Centre as a Student IT facility. Currently the library expects to receive an additional 1.5% storage space when the new Architecture, Building and Planning building is completed.

Therefore, for some time the primary storage management principle employed at the University of Melbourne library is 'one item in – one item out' in terms of the browsable branch collections. The Library maintains at least one copy of each work received and so disposal of multiple copies only provides for a small proportion of the collection space required to house new materials. Duplication of collection materials accounts for between 5-25% of collections depending on the discipline.

New items added to the library catalogue from July 2010 – June 2012 in locations other than Cultural Collections locations and periodical collections were used as a surrogate measure of new material growth in the library. This measure found that item growth in the covered locations over the two years was 46,500 items per year. From new items added to the catalogue over the period, an estimate was made also of Cultural Collections growth of 3,270 items per year.

From these figures and an estimate for periodicals growth it is estimated that at current growth rates the Library is adding between 1.4-1.5 kilometres of shelved material per year of which 1.1-1.3 kilometres will need to be retained in long term storage (growth rate of 1.4%-1.7% of total collections). However, increases in e-book purchases should reduce the amount added over the next six year period considerably so that the additional material to be retained may be approximately 1 kilometre a year or less. It is still difficult to determine the magnitude that e-book purchasing will have on collection management at this time.

On this basis, it is recommended that the Library undertake projects across locations with identified shelving utilisation issues to transfer 1-1.2 kilometres to the Library stores per year to cover collection growth. Undertaken as major projects in each location of 500-800 m of material, this would involve detailed academic consultation covering about 10% of the collection in each location once in a 5 year period. Rearrangements of collections following collection transfers to utilise space made available could involve as much as 7 km of material for individual projects such as the rearrangements currently required for the Baillieu second and third floors. The Eastern Resource Centre has a fairly low shelving utilisation rate and will probably not require such a project to cover collection growth in the next five years, however has been identified as a location for several collection movement projects and will have journal collections covered by electronic equivalents for transfer to store in the period. Therefore, rearrangements of collection spaces at the Eastern Resource Centre will probably be required.

It is estimated that the library stores would be able to handle collection transfers of 1-1.2 kilometres per year for 8-9 years given current space availability. The Bundoora store is expected to have a further expansion that would extend store space to 12-13 years of current growth. However, most recent transfers of collections to store have been necessitated by redevelopment of collection space for other purposes and if this continues, the estimated store space availability may be drastically reduced.

Collection transfers between July and November 2012 saw store space availability reduced from 42% to 30%.

As well as shelved collections, the library maintains extensive cabinet based collections, especially in maps and microforms with collections of 130,000 individual maps and 1.7 million microform rolls and fiche. The highest priority for these collections is identification of a suitable long term storage site for collections duplicated in digital form and other low use collections as the collections expand beyond their on-site space availability. Both maps and microforms have limited space for additional cabinet storage in the medium term.

3. Collection Description and Management

The library collections are mostly catalogued within the Millennium Library Management System and good systems exist for the cataloguing of new purchased collections and University publications such as theses and departmental publications. However, extensive backlogs of cataloguing of older collections and donations exist, particularly in Special Collections, the Lenton Parr Library, the Louise Hanson-Dyer library, the East Asian collection and the Biomedical Library. The Law library staff have worked tirelessly to barcode and catalogue all items in the library over the past three years. Other cataloguing projects include the continuing cataloguing of the BX, Rare Books, Poynton and McLaren collections and the cataloguing of Baillieu, Biomedical and Veterinary Science periodicals collections.

Cataloguing is receiving a major change in 2013 with the introduction of the RDA (Resource Description and Access) standards replacing AACR2 as the rules for cataloguing of materials. Library staff have been receiving training on this development and it will have effects on the cataloguing system through the next five years. Other developments for Millennium will include implementing additional modules from Innovative Interfaces that promise streamlined collection analysis and decision-making.

4. Preservation and Digitisation

Collection preservation includes actions taken on general collection items including binding, repairs, transfers to closed collections, cleaning, pest control and disaster management plans as well as preservation of fragile and special collection items. The Cultural Collections Unit has recently established a preservation room in the Baillieu Library which is being fitted out with various equipment for preservation activities such as mould cleaning and box preparation. It is recommended that the library establish a cleaning program for all collections, a centralised store of preservation equipment and continue to fund pest control programs and the continuing development of the preservation room and other preservation activities identified by the Cultural Collections Subcommittee.

Digitisation encompasses both purchases of material in digital format and the digitisation of existing collection items. The Library is investing heavily in digital materials from external suppliers including back sets of academic journals and archival and audiovisual collections such as Early English Books Online and the Naxos Music Library. The Library also manages the University Digitisation Service who undertake scanning and OCR production for University researchers, collection owners and University business requirements. The Digitisation Service has appropriate equipment to perform its current scanning projects however extensive book scanning to support large scale digitisation initiatives might require investment in equipment such as the Treventus scan robot and additional file storage space.

University of Melbourne Library Branches/Collections

Each major collection storage area has been summarised with collection storage data, two year physical item growth rates, a summary of the purpose for the library and recent collection management activities. Collection item growth varies between 1% for MSLE libraries (largely due to introduction of e-book resources) to 5% for Louise Hanson-Dyer Music Library (due to cataloguing of extensive items in the rare book collection). Generally item growth is 3% to 4% of non-periodical collections.

As well, collection managers have supplied short term, medium term and in some cases long term priorities for collection management in their areas. Major themes within priorities include the continuing development of electronic book collections, transfer of journals to store where supplied in electronic format, the requirement to continue cataloguing of older collections and projects to reorganise collections and integrate collections improving discipline coverage from other branches. The Architecture, Building and Planning Library needs to reduce collection size before transferring to the new faculty building. Baillieu Library aims to integrate research collections with its main collection. The East Asian collection aims to reclassify its Harvard Yen-ching collections to Library of Congress.

Collection Subject Analysis

A detailed analysis was conducted of collection distribution (especially between branches and stores), usage and new item growth across 113 subject categories. In most areas, the University Library has gone most of the way towards creating discipline specific collections in its libraries, except for where similar collections occur on multiple campuses. The individual subject reports detail extensive recommendations to improve collection management in each area with indications of the level of material required to transfer to Store to meet the criteria of "one item in - one item out" and maintain the current shelving utilisation rate. All collection transfers to Store are subject to a period of academic consultation and approval of the Director of Collections.

Although Store recommendations have been made at a subject level in these reports, projects are usually performed across a broad part of the collection in an individual library or at an area of particular stress of running out of shelving space so that it is not necessarily expected that the numbers of items involved in a particular project would match the numbers in the recommendations. The recommendations are made to indicate the volume of material required to be moved to match incoming new item growth requirements.

Branches vs Off campus Stores

Overall, for non-periodical subject categories which contribute material to Store or CARM, the average percentage of items held in Store/CARM was found to be currently 22% of these collections. On the basis of item numbers the non-periodical items in the library stores represent 16.2% of all catalogue items included in the analysis, which includes various subject collections that do not transfer items to Store. Education, Economics, Engineering, East Asian and some physical sciences have the highest level of material in Store/CARM. Life sciences, medicine, arts, architecture, music, history, philosophy, languages and religion have the lowest levels of material in Store/CARM.

From the figures presented in the periodical sets (Set 98-110) it is estimated that Store contains 44% of the Library periodicals collections (8,670 m in Store of 19,884 m overall for Periodicals collections).

Overall, on the basis of shelved metres of material, the Stores hold 28% of University Library shelved collections (see Table 2.1).

Also on the basis of shelved metres of material, 4% of library collections have been transferred to CAVAL ownership for holding in the CARM consortium collection. On the basis of item numbers the CARM catalogued items represent 3.2% of all catalogue item records included in this analysis.

Non-Periodical Collection Growth

Item number collection growth over the entire collection is currently occurring at approximately 2% annually for non-periodical collections. Due to the size of the collection a 2% collection growth rate approximates to 500,000 new items in a decade. A 2% collection growth rate also translates to a 4% annual growth rate for collections in library branches with a significant component at Store. New item growth is continuing at between 1 and 6% for individual subject areas of the library. All areas require constant maintenance to keep collections within non-expanding collection spaces within the branch libraries. A constant program of transfers to Store as well as overall Store or Library expansion is required to meet these growth requirements.

Item Circulation

Approximately one third of all non-periodical items have circulated at least once in the last five years between June 2007- June 2012. In terms of individual items circulated as a percentage of all items, high circulation areas include social science and politics, philosophy and psychology, business, architecture, TV and cinema and the Lenton Parr and Louise Hanson-Dyer audiovisual collections.

Collection areas with levels of low use items in circulating branch collections of approximately 30% or higher included religion, law, languages, botany, agriculture, literature, history and East Asian collections. A high level of non-circulating collection may be necessary due to the nature of the discipline such as history, however a combination of continuing collection growth and high levels of non-circulating items is difficult for the library to maintain when on campus library space is not expanding. The library continues to seek to work with academics to identify suitable material in low circulation areas that is appropriate for off campus storage.

Collection Storage

- The Library contains approximately 78 km of shelved material on 101 km of shelving at a shelf utilisation rate of 77%
- Growth of physical collections is currently occurring at approximately 45,000 items per year in the University Library non-periodical collections excluding Cultural Collections
- Growth of items to be retained in long term storage is estimated to require 1.1 to 1.3 kilometres of shelving per year, however should be reduced to around 1 kilometre per year with further purchasing of electronic resources
- There is currently rapid uptake of electronic formats replacing physical materials however it is not yet possible to determine the magnitude of impact this will have on new collection space requirements
- The Library should transfer on average 1 to 1.2 kilometres of material to Store each year to maintain a steady state with incoming material. The Library can achieve this by conducting major projects on a number of the major collection locations each year
- Collection space made available through Store projects may need to be reassigned to collections by rearrangements of collections in major collection locations. This may involve movement of up to seven kilometres of material for individual projects.
- Duplication rates vary widely between collection areas and may be between 4-25% of collections. Continue handling of duplicated material in line with the University Collection Development policy
- Initiate discussions on approaches for handling duplication existing between branches and between special collections and general collections
- Library off campus stores should have space for handling collection growth for 8-9 years at the current rate of growth
- If storage collection projects are conducted over the period from 2013-2018 and the ABP collection is transferred to it's new building releasing space on Level 2 of ERC which is reutilised with collections, it is estimated that the Library Stores will have approximately 5 kilometres of storage space remaining at the end of 2018. Consideration for building additional off-campus storage would be required at that time.
- Expect growth of 80-200 m per year in Special Collections. Utilise remaining space for existing collections.
- The Director of Collections and Curator of Special Collections will select appropriate material for off-campus Store as required.
- Continue cataloguing program for outstanding collections including the Rare Book Room, BX and McLaren collections
- Continue investigation for appropriate long term storage solution for cabinet based materials
- Consider RFID for DVD and CD collections
- Continue to centralise microform holdings at Baillieu Library
- Continue purchase of additional cabinets for maps and microforms as required

Collection Description and Management

- Continue to provide cataloguing priority to materials within Cultural Collections to ensure that all items not available for direct browsing are made available to University users
- Catalogue material from Lenton Parr, Louise Hanson-Dyer, Biomedical, East Asian Collection and ERC compactus Education material as funds are available
- Aim to reduce location code use wherever possible in collection move projects
- Conduct project to de-cutter Baillieu Library 800's collection
- Provide support for implementation for the RDA cataloguing standard
- Consider purchase of new Millennium modules Encore Reporter and Decision Centre
- Continue to monitor impact of RDA on Library Management System
- Monitor development of cloud based systems for maintaining library systems

Preservation and Digitisation

- Consider development of a 5 year continuous cleaning program for University Library collections
- Continue pest inspection program
- Develop a centralized system for purchasing and maintaining preservation supplies
- Continue development of the Baillieu Library Preservation Room
- Consider employment of conservator for preservation activities
- Continue general rebinding and repair activities in branches and review of materials for Special Collections
- Continue to promote the services of the University Digitisation Service
- Support efforts to upgrade 3D scanning capability to facilitate efficient production of 3D resources for web, promotional and condition reporting purposes
- Consider purchase of a Treventus scan robot to support high throughput scanning projects
- Continue purchases of electronic resources through the Library material vote

SECTION 1 : THE UNIVERSITY OF MELBOURNE LIBRARY

1. THE ENVIRONMENT

1.1 THE UNIVERSITY OF MELBOURNE

The University of Melbourne is Australia's largest research university, with research expenditure of over \$800 million and approximately 4,500 research publications per year. The University ranked 57th worldwide in the 2012 Academic Ranking of World Universities and first in the Australasian region in the 2011-2012 Times Higher Education World University Rankings . It is a multi-campus university with sites at Parkville, Southbank, Burnley, Werribee, Creswick, Dookie and Shepparton and research units in many hospitals and other organisations throughout Victoria.

The University enrolled 50,214 students in 2011 (36,600 EFTE students) including 5,029 Research and Higher Degree students, 16,006 postgraduate coursework students and 29,179 undergraduate students. In 2011, the University had 7,600 staff, including 3,417 academic staff.

The University is arranged into eleven faculties with central services shared in most areas. As well as the faculties, the Melbourne School of Graduate Research administers and supports higher degree students. The University Library is administered within Melbourne Students and Learning.

The University operates under a long term strategy called Growing Esteem. As well as research and learning, the strategy emphasizes University developments in the field of engagement. The University Library and it's collections play a key role in the delivery of all three strands of the Growing Esteem strategy.

In 2008, the University undertook a program of curriculum reform that resulted in the Melbourne Model. This is based around the Melbourne Degrees – six broad based undergraduate degrees leading to over 270 one to four year postgraduate study options in nineteen graduate schools. The approach has aligned the degree structure with the major universities in Europe, North America and Asia. Having a relatively small number of undergraduate degrees produces some very large subject cohorts at first and second year levels which can provide challenges for library collection provision. The University Learning Management System is extensively used to deliver class materials to students in these large subjects with up to 20,000 daily users of the system.

The University has a strong belief in providing a strong campus based learning environment. However, recently the University is undertaking to invest more heavily in e-learning development. The University Information Technology Infrastructure strategy indicates that e-publishing, mobile devices and IT consumerisation are key trends that the University is expecting to continue to grow in the years to 2015 affecting users of the Library collection.

1.2 THE UNIVERSITY OF MELBOURNE LIBRARY

The University is justifiably proud of its excellent library and includes the rich collections, services and spaces as one of the key messages for attracting students. The Library hosts more than 1.4 million visitors each year and University Library users undertake over 1.3 million loans and renewals. Library management aims to continue improving collection accessibility, to simplify collection arrangement, have collections planned around user needs and ensure that the library provides an attractive location to study and conduct research.

The University Library is organized into three programs and the eScholarship Research Centre. It has thirteen branches, two separately staffed collections, two off-campus stores and the separate units of Special Collections, University Archives and the Grainger Museum. Branch and collection staff are arranged into discipline specific teams loosely matching the University faculties. These are Architecture Building & Planning, Arts, Biosciences, Business & Economics, Education, Law, Melbourne School of Land & Environment, Music Visual & Performing Arts and Science & Engineering. Each team is managed by a Discipline Librarian who report to the Director of Scholarly Information.

Special Collections, Archives and Grainger Museum staff report to the Director of Collections as do the staff of Collection Development and Collection Access that manage the acquisition, cataloguing and long term storage of the collection as well as administering the Library's electronic resources. The Director of Information Management manages the University Copyright Office, University Digitisation Service and other units. The Directors report to the University Librarian. The University Librarian is responsible for the overall management and development of the Library's resources.

Melbourne's Scholarly Information Future: a ten-year strategy, published in 2008 forms part of the University's Growing Esteem strategy. Key goals are the development of discipline clustered library and learning precincts. The redevelopment of the Eastern Resource Centre, Brownless Biomedical Library and Baillieu Library and the building of the Giblin Eunson Library have followed this philosophy with the library partnering with University Student Centres to deliver coordinated services to students. This strategy has included amalgamating the science departmental libraries at the Eastern Resource Centre and the relocation of the book collections of the Parkville Agriculture library to the Burnley library.

In 2012, the Library continued the process of developing discipline specific precincts by transferring the University Research collection to appropriate discipline libraries, especially redeveloping the lower ground and third floors of the Baillieu Library. In each of the libraries, collections that are available digitally are being relegated to off campus storage following academic consultation to allow room for expanded student services and to reduce the Library's overall space expenditure.

The Library is not expecting to receive funding for any major building extensions in the upcoming five year period. Therefore, it is important that the Library collection is maintained within the existing allocated space. Recent developments have generally seen a reduction in overall collections space as print journals with electronic equivalents and low use books have been relegated to off campus storage and the collection space converted to student space or returned to Faculty. The Architecture Building and Planning Library will receive a smaller new facility as part of the University redevelopment of the Architecture Building and Planning faculty building. There is a long term plan to continue the redevelopment of the Baillieu Library building, including incorporation of an Automated Storage and

Retrieval Unit, and development of spaces for researchers and cultural collections. Level One of the Eastern Resource Centre has been cleared of collections and will be redeveloped as an improved student space in 2013.

The Library belongs to various state, national and international groups that provide combined services in the areas of collection storage, collection sharing, collection description and collection development. These include :

BONUS+ :

The BONUS+ program provides a cooperative catalogue and resource sharing between thirteen Australian and New Zealand academic libraries using the Innovative Interfaces Library Management System (Millennium). It operates using INN-Reach direct consortial software. It provides access to approximately 2.8 million titles and 6 million copies of monographs for postgraduates and staff and additionally provides undergraduate students at the University with extended collections.

CAVAL :

CAVAL provides management of the Library store at Bundoora. It also operates the shared CAVAL Academic and Research Materials store and operates the cooperative borrowing scheme between Victorian academic libraries. As well, CAVAL provides cataloguing services for the University of Melbourne Library through cataloguing materials purchased from DA Information Services, one of the library's major suppliers.

Council of Australian University Libraries :

CAUL develops benchmarking statistics on collection management in Australian University libraries. It also assists in library collection development through the CAUL Electronic Information Resources Consortium which develops collaborative purchasing offers for electronic resources.

Libraries Australia :

Libraries Australia operate the union catalogue service for Australian libraries and provide most cataloguing records for the University of Melbourne library catalogue. As well, they provide the administration for interlibrary loans across Australian libraries and policy advice for cataloguing services.

OCLC WorldCat :

WorldCat provides catalogue records for specialised materials not available within Libraries Australia.

1.3 GOVERNANCE

LIBRARY MANAGEMENT STRUCTURE

Library Executive

http://www.library.unimelb.edu.au/about_us/organisation

Membership : University Librarian, Director – Collections, Director – eScholarship Research Centre, Director – Information Management, Director – Scholarly Information

Role : The Library Executive sets Library policy, determines funding priorities for library projects and provides guidance to library managers on operational matters. The University Librarian reports from the Library Executive to the Provost.

Minutes : Library shared drive. GOVERNANCE\Committees\Library Executive

Scholarly Information Discipline Librarians

Role : The Scholarly Information Discipline Librarians group coordinate operations in the University branch libraries and are responsible for service provision to faculties.

Minutes : Library shared drive. GOVERNANCE\Committees\DL Meetings

Collections Program Managers

Role : Collections Program Managers are responsible for delivering access to the Library collections through branches and stores, management of the Library material vote and operation of the Cultural Collections sections of the Library.

Minutes : Minutes are not publicly available.

COMMITTEES WITH OVERSIGHT OF COLLECTION MANAGEMENT

Libraries and Academic Resources Committee

<http://www.unimelb.edu.au/abp/larc/>

Membership : <http://www.unimelb.edu.au/unisec/committees/academicbd.html#4>

Role : The committee is an Academic Board Committee and the highest level of academic oversight of Library collections. It develops and applies indicators of the quality of the University's scholarly information services and resources, advises Academic Board and the Provost of priority areas for resourcing and development and on policy matters relating to access and use of University scholarly information services and resources. The committee also receives reports of the University of Melbourne Archives Committee, the Grainger Museum and the Scholarly Information Advisory Group.

Minutes of meetings are not publicly available

Scholarly Information Advisory Group

<http://www.unimelb.edu.au/unisec/advgroups/>

Membership : Provost, University Librarian, Deans of Faculties and Graduate Schools or nominees, Deputy Vice Chancellor (Research), President of Academic Board, , Director – eLearning, Director – ITS, President – UMSU, President – Graduate Student Association. Co-opted members as required

Role : The group provides advice to inform the decisions of the Provost in matters relating to the development of information services, resources and strategies in support of teaching and learning and related academic activities including the identification of IT systems priorities.

Minutes : Library shared drive. GOVERNANCE\Committees\SIAG

Collections Committee

Membership : Director – Collections, Director – Scholarly Information, Manager – Collection Development, Manager – Collections Access, Manager – Research and Research Training, Manager – Library Redevelopments, Discipline Librarians nominee, Collection Development Services Librarian, Co-opted members as required

Role : To provide advice on library wide collection policy matters to the University Librarian and Directors ; to develop the Library's collection development policies, storage policies and procedures for the Library's print (i.e. physical) collections, foster implementation of policies across the library, approve major purchases and major donations and to integrate the collections into teaching, learning, research and knowledge transfer. This plan is an initiative of the Collections Committee.

Minutes : Library shared drive. COLLECTION MANAGEMENT\Committees\Collections Committee

Cultural Collections Subcommittee

Role : The subcommittee provides a forum for discussion of items of professional interest to collection managers including student internships, collaborative outreach programs, disaster preparedness, collection preservation, funding and exhibitions, as well as policy and procedural advice.

Minutes : Library shared drive. COLLECTION MANAGEMENT\Committees\Cultural Collections Subcommittee

Digitisation Committee

Role : The Committee provides advice to the University Librarian on the development, operation and review of digitisation infrastructure and to develop a prioritised program of digitisation of collections.

Minutes : Library shared drive. GOVERNANCE\Committees\Digitisation_Committee

Materials Vote Advisory Group

Role : The Group does not involve itself in matters of collection management directly, rather it is the primary forum for collection development in terms of setting the priorities for the use of the Library materials vote that provides for purchase of collections.

There are also six faculty user committees that provide advice to the Discipline Librarian for that faculty on issues relating to collections. They are :

Faculty of Architecture Building and Planning Users Committee

Faculty of Arts Users Committee

Melbourne Conservatorium of Music Library Users Group

Melbourne Graduate School of Education Users Committee

Melbourne Law School Users Committee

VCA Library Users Group

POLICIES

Collection management activities at the University of Melbourne Library are governed by various policies and processes. The primary document relating to collection management is the University Collection Development Policy, especially the Collection Review Policy and Guidelines, available through the Library website.

http://www.library.unimelb.edu.au/collections/collection_development_policy/collection_review_process

In 2012, the Collection Access team have also completed development of a library disposal policy and procedures and procedures for collection relocations. These documents are available to library staff on the Library shared drive. The disposal procedures also detail processes for registering disposed items.

Library shared drive. COLLECTION MANAGEMENT\Disposal\Policy documents

The Library has also developed a Digitisation Policy which outlines the principles for digitisation and the selection procedure.

http://www.digitisation.unimelb.edu.au/__data/assets/pdf_file/0007/331369/library_digitisation_policy.pdf

1.4 TERMS OF REFERENCE AND REVIEW PERIOD

This plan aims to identify potential projects to improve storage, description and preservation of the Library's collections that are managed, or will be managed when catalogued, through the Millennium library management system through 2013 - 2018. It will do so by describing the distribution and use of the Library's collection items.

The sections of the plan relating to collection capacity and storage should be reviewed in 2015 to ensure that the library continues to have adequate capacity for new materials storage.

The Plan has been developed using three primary approaches :

1. Interviews with library directors, discipline librarians, collection and service managers and staff involved in key aspects of collection management
2. A space analysis project for included collection locations including reports generated by managers of the library stores
3. Item level analysis of item and checkin records in the Millennium system

Collections of the Melbourne Business School are not included in this report. Collections of the University Archives and the Grainger Museum that are not managed through the library management system are also excluded. The term Cultural Collections used in the report refers specifically to items within Special Collections, Archives and Grainger Museum recorded or intended to be recorded in the Millennium system (i.e. the library catalogue). The report only discusses electronic resources where they impact on the collection management of physical items. Another exclusion is equipment items that are managed using the library catalogue such as laptop computers, study carrels and networking cables.

A significant effort has been made to determine the Store holdings of the University Library as they apply to various disciplines. It has also been attempted to determine growth rates for items in a wide range of disciplines and for the various branches of the library. The current shelving utilisation rates have also been estimated for all of the collection's major locations to assist in priority setting for storage related projects.

2. COLLECTION STORAGE

The University Library has nearly eighty kilometres of shelved collections totaling around 2.61 million items at an average of 34 items per metre (see Table 2.1, 2.3 and Appendix 1). The shelved collections include nearly 20 km of periodical volumes and 57 km of books, music scores, DVDs, CDs, kits and other AV formats. Some collections of other University units are also held in the Library stores.

The collections are stored on 101 kilometres of shelving across all libraries, collections and stores. For the purpose of consideration of major collection management projects in Section 2.1 the shelved collections have been arranged in twelve major location based units each encompassing between 3.6 to 8 kilometres of materials (Table 2.1). Appendix 1 and Section 2 provides a more detailed list of shelving locations including all individual branches.

As well as the shelved collections, the Library has major cabinet based collections of maps (est. 130,000 individual maps) and microforms (est. 1.7 million microfilm reels and microfiche).

The Library operates with a mixture of service models for the collections. Some collections are available for circulation and others are for use in the library only, with some under supervision in the Cultural Collections Reading Room. Collections held in off campus storage or at other campus branches can be retrieved easily within days through request from the University Library catalogue. Collections are stored in open access shelving, compactus storage, filing cabinets, specialized media storage containers and high density storage.

Collection	Total Space (m)	Estimated Collection Size (m)	Capacity Utilisation (%)
Branches and Collections	70175	55975	80%
Architecture Building and Planning / East Asian (ERC Level 2) ¹	4250	3,610	85%
Baillieu Part 1 : 001-699 Books / First Floor / Govt Docs ²	9580	7970	83% (see note 2)
Baillieu Part 2 : 700-899 Books / High Use and Reference ³	8035	5560	69% (see note 3)
Baillieu Lower Ground: 900-999 Books / Journals / Microforms	6790	5750	85%
Biosciences (Biomedical, Vet Sciences Parkville and Werribee)	8350	6560	79%
Physical Sciences / Engineering / MSLE (ERC Level 3-5 / Maps / Burnley / Creswick / Dookie)	7440	4735	64%
Giblin Eunson	5970	4150	69%
Law	5930	5555	94%
Lenton Parr / Louise Hanson-Dyer Music	5130	4320	84%
Cultural Collections (Special Collections / Archives / Grainger)	8810	7790	88%
Off Campus Stores	31050 [31%]	21600 [28%]	70%
Store - Brunswick	15920	10100	63%
Store - Bundoora	15130	11500	76%
TOTAL ⁴⁵	101335	77670	77%

Table 2.1 : Summary of University of Melbourne Library shelved collections 2012

1. The Architecture Building and Planning and East Asian collections refer to their locations and collection sizes prior to moving to the ERC but after the East Asian Store relegation project in the first half of 2012. ERC Level 2 space (including compactus space) occupied by both collections in ERC has therefore not been double counted. It is measured at 4650 m, slightly higher than the previous space and the new capacity utilisation is estimated to be 74%. ERC Level 4 Store is included in the ERC Level 3-5 figure although it now contains ABP collections.
2. 800 m prior to Baillieu 001 created by 900-999 move to Baillieu basement is temporarily available for other Baillieu collection move projects.
3. 1620 m of space in Baillieu 700-899 collection at end of B 899 on Level 3 and end of Ba 899 on Level 2 is temporarily available for other Baillieu collection move projects.
4. Certain collection projects undertaken in the second half of 2012 have been partially double counted in on campus space and in off campus storage, notably Baillieu monograph relocations to Brunswick Store . The Store – Brunswick figure does not include Baillieu monographs transferred in November and December 2012 but does include earlier collections transferred. The Store – Bundoora figure includes Baillieu and Architecture Building and Planning periodicals transferred in November 2012.
5. See Appendix One for further details of determination of space figures in Table 2.1 and determination of collection item size.

2.1 COLLECTION STORAGE PROJECTS

It is estimated that the library shelved collection that needs to be held in long term storage is growing by about 1.2 extra kilometres per year (equivalent to approximately 41,000 items at 34 items per metre) (See Section 2.2). As there is limited additional space in on-campus locations other than the ERC and Giblin Eunson libraries and limited current expectations for growth in on-campus library spaces, most of this growth must be accommodated by transfers to our off campus stores and by continuing growth in off campus storage.

Growing library collections require around 15% space to provide shelving to absorb new purchases, make item selection and reshelving easy for patrons and staff and ideally to provide low levels of material on bottom shelves which require poor posture for staff to reshelve. An empty bottom shelf requires 14-17% of the space in a standard or folio bay. The lower collection utilisation figures in Biosciences, ERC and Giblin Eunson are partially due to empty bottom shelves providing good manual handling practices and do not represent excessive room for collection growth. The Library would aim to maintain at least 15% space in collections which are actively growing and up to 10% space in archival spaces such as Special Collections, compactuses and closed periodical collections.

In order to maintain collections in appropriate storage conditions and meet incoming collection storage requirements it is proposed that the Library undertake a program to transfer up to 1.2 kilometres of collections to Store per year in major projects across the ten branch and collection locations indicated in Table 2.1. Following each major Store relegation, a project will often need to be conducted to spread

gained space to areas requiring growth unless equal collection amounts can be taken from all actively growing collection zones. This project could involve reorganising up to seven kilometres of material within the branch and therefore may be more expensive than the initial Store relegation project.

Priorities for the various collection areas include the following :

Architecture Building and Planning / East Asian Collection (ERC Level 2)

These collections are now located primarily on Level 2 of the Eastern Resource Centre following collection transfers in 2012. Architecture Building and Planning will move back to the Faculty building once reconstruction of the building is completed. Collection reduction will be required for the new library space. The East Asian collection is expected to be accommodated on Level 2 of the Eastern Resource Centre after Architecture Building and Planning vacates to the new library. The Harvard Yen-ching collection needs to be reclassified to Library of Congress classification.

Baillieu 1 : 001-699 Books / First Floor Research folios / Third Floor Government Documents

The collections are currently split between Levels 1, 2 and 3 with the book collection in four sequences between main, research and separate folio collections. The 001-699 range could be interfiled and shelved across Levels 2 and 3 of the Library. Collections appropriate for other branches may be relocated. Additional material should be sent to Storage to enable good shelving capacity for new items. The Research folios could be interfiled with main collection folios. Government Documents with electronic availability will be sent to Store and the remaining collection may be transferred to another location within the building. The Government Documents space could be repurposed.

Baillieu 2 : 700-899 Books / High Use and Reference

The 700-899 books are currently split between Levels 1, 2 and 3 (including the First Floor Research folios) with the book collection in four sequences between main, research and separate folio collections. The 700-899 range could eventually be interfiled and shelved on Level 2 of the Library with one folio collection. Additional material should be sent to Storage to enable good shelving capacity for new items. High Use and Reference collections will continue to be reviewed for material suitability but should remain approximately the same size and in the same position as they currently occupy.

Baillieu Lower Ground : 900-999 Books / Journals / Microforms

These collections now occupy the Lower Ground Floor of the Baillieu Library. The 900-999 main and research collections and folio collections have been interfiled. Continued review of book and journal collections should be undertaken to ensure that the collections can be accommodated in the available space. The Microforms book collection will remain in it's current location however microforms with electronic counterparts may be transferred to an alternative storage facility.

Biosciences (Biomedical / Vet Sciences)

The Biomedical library may require rearrangement to accommodate book collections from the Baillieu library in biosciences fields. Dental science books may be transferred to the ERC following requests from the School. Additional journals with electronic archives may be transferred to Store. The

Biomedical library Stack needs to be extended or have material relegated to Store to enable new item growth to continue. Vet Sciences may require relegation of book items to Store to accommodate new material.

Eastern Resource Centre : Physical Sciences and Engineering (ERC Level 3-5) / Maps / MSLE

The collections have additional room for book and journal growth over the next five years. Further transfers of low use material to Store could provide room for new materials. Maps will have a requirement to relocate some cabinets to Storage or have a rearrangement of their existing space in the medium term future. ERC staff will continue to monitor for journals with electronic availability that could be sent to Store. Low use material in the Burnley LFR collection could be transferred to Store. Creswick is close to full capacity.

Giblin Eunson

The book collection may require redistribution across empty shelving areas to provide room for growth and interfiling of Research collection items. Material from the book collection will require relegation to Store within five years to provide room for new materials.

Law

The book collection, journals and reports collections are nearly at capacity. Journals with electronic availability and low use report collections may be relegated to Store. The collections would need to be rearranged to utilise the available space.

Lenton Parr / Louise Hanson-Dyer Music

The Lenton Parr compactus is full to capacity. The Louise Hanson-Dyer Music library is using additional locations around the Baillieu library to store excess material. Both collections could relegate material to Store to accommodate new additions to the collection. Space for audiovisual collections and music scores in the libraries should remain a priority.

Cultural Collections

Space for new collections in the Baillieu and ERC compactus is limited. The Government Documents space on Level 3 may be partially transferred to Cultural Collections to provide room for collection growth. Further transfers of collections to Store may be required to alleviate space issues. Archives and Grainger should have sufficient space to handle limited collection growth.

Stores

It is anticipated that projects to alleviate space issues in the on-campus libraries could leave up to 5 kilometres (16%) of storage space remaining after 2018. Future planning would involve building of additional space at the Bundoora facility and possible consideration for purchase of an additional storage facility.

Recommendations :

- **The Library should transfer on average 1 to 1.2 kilometres of material to Store each year to maintain a steady state with incoming material**
- **The Library can achieve this by conducting major projects on a number of the major collection locations each year**
- **Collection space made available through Store projects may need to be reassigned to collections by rearrangements of collections in major collection locations. This may involve movement of up to seven kilometres of material for individual locations.**
- **If storage collection projects are conducted over the period from 2013-2018 and the ABP collection is transferred to it's new building releasing space on Level 2 of ERC which is reutilised with collections, it is estimated that the Library Stores will have approximately 5 kilometres of storage space remaining. Consideration for building additional off-campus storage would be required at that time.**

2.2 COLLECTION GROWTH

Items are added to the University library by three primary processes :

1. Purchase
2. Deposit (e.g. government reports, PhD theses)
3. Donation

To attempt to measure collection growth, new non-periodical collection items added to locations other than Cultural Collections between July 2010-June 2012 with publication dates of 1990 or later were counted. Also included were serial items added to non-periodical collections which included a date later than 1990 in the volume field of the item record or which could be identified as new volumes in long running monograph series. For Louise Hanson-Dyer Music Library and Lenton Parr Library all new items were included in the analysis regardless of publication date, as most pre-1990 material added to the catalogue were new receipts to the library.

For Cultural Collections, it is understood that this technique of estimating growth is not a valid method for the collection. It would be a worthwhile project to attempt to measure the shelving requirements for added materials in Cultural Collections over a 3 month period to determine an annual growth rate estimate. Section 2.5 gives further information for the item growth in Cultural Collections.

Although digital collections have grown remarkably over the last decade the University Library in 2010-2012 also added approximately 45,000 new non-periodical physical items to its collection per year, excluding Cultural Collections (Table 2.3). This amount included various non-book items including 3,200 music scores, 4,100 compact discs and DVDs and 230 kits. The number of new DVDs added was affected by a project to rehouse existing multi-disc DVDs in the ERC and Giblin Eunson collections.

Items are added to the catalogue generally as material is barcoded, however this may be long after the original item was received at the University. Donated collections can add large amounts of unexpected collections at one time. This is especially prevalent in Special Collections and the Lenton Parr Library and is difficult to plan for. The University Library is still in the process of barcoding and cataloguing its pre-electronic catalogue period collections and will be for some time to come. Projects to barcode periodical material occur at various times. During the analysis period for this report (July 2010-June 2012), significant amounts of older items were added to the catalogue from Law (reports and periodicals barcoding project), Special Collections (BX cataloguing project), the Baillieu and ERC Research collections, Lenton Parr, Louise Hanson-Dyer Music Library and at Bundoora Store (Table 2.3 Other New Items). Some of these items will be recent acquisitions or donations.

Periodicals growth has slowed dramatically since 2000 with the introduction of electronic journals services. Most movements of periodical collections to Store have been of material with an electronic equivalent to convert collection spaces to other uses rather than in order to provide space for collection growth. In recent collection storage projects, the Biomedical library allocated 25 m per year and the Baillieu library provided 35 m per year for periodicals collection growth. From these estimates, total periodical collection growth across the whole library system has been estimated to be between **120-150 m** per year.

Based on these estimates, it is estimated that at current growth rates the Library is adding between 1.4-1.5 kilometres of shelved material per year of which 1.1-1.3 kilometres will need to be retained in long

term storage (Table 2.2). However, increases in e-book purchases should reduce the amount added over the next six year period considerably so that the additional material to be retained could be approximately **1 kilometre a year** or less.

A large question remains in how much collection growth will be absorbed by e-book and e-media purchases and free e-reports replacing deposit materials in the future. Already, a sizable reduction has occurred, particularly in publications of government and regulatory bodies as their reports have been transferred to the Internet. E-book services have recently expanded rapidly as suppliers, including major publishers, become more comfortable with delivering usable products to libraries and libraries alter their supply systems to purchase additional e-books. However, as can be seen from the collection growth table there is still a significant way to go before libraries cease expanding their collection space.

As of 2nd July 2012, the University Library catalogue had entries for 435,210 item records using the Internet Resource location provided for non-e-journal e-resources. Of these items 421,180 were created in 2011-2012. A sizable percentage of the items were for large archival purchases made in the period such as Early English Books Online, United State Congressional serials set as well as free Project Gutenberg e-books. However, there has also been a large uptake in e-resource services across all faculty areas in the period as well with products such as Springer Link, CRC NetBase, Access Engineering, Naxos Music Library, International Monetary Fund e-library and E-Book Library being adopted. Many Internet resources, mainly e-journals and some Early English Books Online records, make use of the Checkin record rather than the item record for record identification and linking. These have not been included in the analysis.

Key Findings

- **Growth of physical collections is currently occurring at approximately 45,000 items per year in the University Library excluding Cultural Collections**
- **Growth of items to be retained in long term storage is currently estimated to require 1.1 to 1.3 kilometres of shelving per year, however will be reduced to around 1 kilometre per year with further purchasing of electronic resources**
- **There is currently rapid uptake of electronic formats replacing physical materials however it is not yet possible to determine the magnitude of impact this will have on new collection space requirements**

Item Category	Item Growth July 2010-June 2012	Item Growth Per yr	Est. Average Items per m	Total new metres per yr	Estimated collection percentage not retained in long term storage (e.g. multicopy/collection not retained)	Retained collection (m)
Book	69284	34642	35	990	15%	841
Short Term Loan	8382	4191	35	120	70%	36
Thesis (excl. Cult Collections)	266	133	35	4		4
Music Score	6478	3239	70	46		46
DVD	5842	2921	70	42		42
CD	2372	1186	70	17		17
CDROM	370	185	70	3		3
Vinyl Disc	458	229	70	3		3
Media Guide	243	121.5	90	1		1
Cult Collections Estimate (See Section 3.5 for Details)	6540	3270	35	93		93
Journals Collections Estimate				150		150
Total Current Growth Estimate (2010-2012)	100213	50106		1470		1237

Table 2.2 : Estimated Growth Rate of University of Melbourne Shelved Collections in Metres added per year.

	New Items Publication Date 1990-	Annual Growth Rate estimate	Other New Items	Total Catalogued items	Periodical Items	Non- Periodical Items
ABP	4183	3%	141	64697	368	64329
Baillieu	26147	2%	2752	710619	22860	687759
Biosciences	7882	4%	670	133498	26767	106731
East Asian (incl. SpC EA)	5071	3%	1375	83383	2037	81346
ERC	7941	3%	2700	132204	8033	124171
Giblin Eunson	14828	4%	656	189481	2251	187230
Giblin Eunson Textbook	2377	5%	10	22877	0	22877
Law	6088	3%	33696	139205	23739	115466
Lenton Parr	9216	4%	na	107686	15	107671
Louise Hanson- Dyer Music	9093	4%	na	122110	2279	119831
MSLE	1249	1%	768	58875	1140	57735
Brunswick Store	212	--	235	247085	892	246193
Bundoora Store	182	--	3532	186056	61364	124692
Total New Physical Items (excl. Cultural Collections)	94469	2.3%	46535	2197776	151745	2046031
Cultural Collections ³	na		16457	164544	0	164544
CARM Shared Store	na		na	na	0	74214
Total Items in Subject Analysis						2284789
Internet Resource	na		424782	435210	0	
Total Catalogue Items ⁴				2797530		

Table 2.3 : University of Melbourne Library non-periodical collection item growth over two years July 2010 – June 2012 by physical location (Source : Millennium Library Management System, June-July 2012)

1. Cultural Collections, Lenton Parr and Louise Hanson-Dyer Music new items count include all items added to the Millennium system in the analysis period regardless of publication date.
2. Research collection items have been placed in their physical locations as of January 2013
3. Cultural Collections excludes items held at Bundoora Store and the Special Collections East Asian collection. Full figures for Cultural Collections are provided in Table 2.8
4. Total catalogue items excludes item records in the Millennium Library Management System from Melbourne Business School, other libraries no longer part of the University of Melbourne Library system and the CARM Shared Store

Item Type	New Items Publication Date 1990-	New Items (%)
Book	69284	73%
Short Term Loan Item	8382	9%
Thesis	266	0.3%
Music Score	6478	7%
Microform	12	--
MEDIA FORMATS		
DVD ¹	5842	6%
CD	2372	2.5%
CDROM	370	0.4%
Vinyl Disc	458	0.5%
Kit	471	0.5%
Map	199	0.2%
Media Guide	243	0.3%
Other Media	92	--
Total	94469	100%

Table 2.4 : New non-periodical collection items published since 1990 added to the University of Melbourne Library Catalogue July 2010-June 2012 by format, excluding Cultural Collections (Source : Millennium Library Management System, June-July 2012).

1. The DVD new item count was affected by a project over 2010-2011 to rehouse multi-disc DVDs at ERC and Giblin Eunson libraries. The actual new DVDs may number between 2000-3000 items.

2.3 COLLECTION DUPLICATION

Duplication of collections takes a number of forms and can have a major effect on collection storage. The Library aims to maintain only one copy of a work in the Library Store for posterity, therefore a high duplication rate will reduce the requirement for long-term storage space.

Duplication includes :

- Multiple copies of items within a library
- Multiple copies of items between libraries, on-campus and between campuses
- Duplication between circulating collections and Cultural Collections items
- Electronic duplication of print items

There is also duplication between institutions for collections stored in the CARM Store in Bundoora which becomes quite relevant as multiple Universities use their space at the Store to hold print sets of journals available electronically. The library also retains a single copy of each edition of a particular work, including textbooks. Identifying older editions of textbooks for Store is a method for reducing shelving load without impacting on collection availability.

The library currently has a policy of retaining print collections that are duplicated by electronic formats which means that a significant amount of the journals collections held in Store are a duplicated set of electronic versions.

Each collection area has variable levels of collection duplication between and within collections. Generally, where a subject is confined mainly to a single location the level of duplication is lower. Higher levels of duplication are expected and found where the library operates multiple locations covering a specific subject field. Areas with high multi-branch duplication include botany, agriculture and horticulture, visual arts, cinema studies and psychology. A test of 2,500 items in the botany field found a duplication rate of 25% to exist due to overlap between Burnley, Biomedical and Creswick collections. A check of 400 items in the painting subject collection found a duplication of 14% mainly between Baillieu and Lenton Parr.

As an example of an area with minimal duplication, a study of the entire philosophy, ethics and occult collection set found a duplication rate of 5% with overlap mainly between Baillieu, Lenton Parr and Cultural Collections. Checks of samples to identify duplication rates for English literature other than fiction (8%) and English fiction (4%) were also conducted.

Areas with high levels of duplicates within branches include those collection areas which are taught to large class groups. This includes Business, Accounting and Management, Biology and Medicine including Anatomy and Physiology. An assessment of 2,500 items in the Management, Marketing and Advertising set identified a duplication rate of 13% mainly from multiple copy sets in the Giblin Eunson collection. This rate is probably indicative of the rate in collection areas with large class groups.

The Library has chosen not to implement the copy number function in the Millennium system item record and therefore it can be difficult to identify duplicated materials within the library system beyond multiple copies within a single library. Checks for duplication against material already held in Store are usually performed at the time items are being prepared for transfer to Store, as per the policy for

collection relocation. As more material is added to Store, dealing with duplicated research level material already held in Store is likely to become a more significant issue for library collection managers.

A detailed check was performed of the duplicate items in the philosophy, ethics and occult set to identify categories of item duplication that have different implications for treatment of duplicated items. Fifty percent of items were duplicated within an individual Parkville branch, in this case given the subject matter it was usually the Baillieu library. Items may have multiple copies in High Use or copies in High Use and the general collection, multiple copies in the general collection or items in stack or research collections and the general collection. This is the easiest category of duplication to manage as the items can generally easily be identified by visual inspection. Thirteen percent of items were duplicated between Parkville branches. These items will generally be identified at the time one copy is considered for Library store.

Sixteen percent of duplicates were between non-Parkville branches and Parkville branches. Disposal of one copy of these duplicate items creates a situation where one campus does not have direct access to the work. Most of these items in this case were at the Lenton Parr Library. There is a reluctance to weed items in non-Parkville branches as the long term future of the collection as a single entity for the institution must be considered. As more material is added to Store in areas that are collection strengths for the non-Parkville branches this will become a larger issue for collection management.

Six percent of items are duplicates between Cultural Collections (Dewey classified collections only) and other branches or within Cultural Collections. Items that are part of Cultural Collections are retained regardless of duplication with the rest of the collection. Items that are rare are kept in multiple copies. Most of the duplication in this case was between items that are part of the Melbourne University Press collection and the general collection. There were some items in the BX collection that have duplicates in the Research collection.

Nine percent of duplicates are between items already in Store and other collections or within Store itself. Some of the duplicates within Store are multiple copies in the Store Engineering collection. Generally, items should be checked for their existence in Store prior to being relegated to Store. In cases where there are other copies in branches, practice has been in some cases to place a first copy in Store and make disposal decisions with the other copies when they are considered for Store. Projects to identify unrequired duplicates between branches and Store can improve shelf capacity utilisation in sections under shelving stress. There is also one percent of items that are duplicated between the Library's contributions to the CARM Centre consortium collection and branch items. Items transferred to the consortium collection are supposed to represent the last copy in the system.

Key Findings and Recommendations

- **Duplication rates vary widely between collection areas and may be between 4-25% of collections**
- **Continue handling of duplicated material in line with the University Collection Development policy**
- **Initiate discussions on approaches for handling duplication existing between branches and between special collections and general collections**

Type of Duplication	Number of Items	Percentage of Total Duplicates
Parkville branches		
In a Parkville branch either within or between collections	533	50%
Between separate Parkville branches	134	13%
Lenton Parr Music, Visual and Performing Arts Library		
Between Lenton Parr general collections and Parkville branches	153	14%
In Lenton Parr general collections	11	1%
Between Lenton Parr special collections and Parkville branches	9	1%
Between Lenton Parr special collections and Lenton Parr general collections	7	1%
Non-Parkville branches other than Lenton Parr		
Between non-Parkville branches and other branches	21	2%
Cultural Collections		
Between Cultural Collections and Parkville branches	58	5%
Within Cultural Collections	8	1%
Store		
Between Store and Parkville branches	71	7%
Within Store	16	2%
Between Store and Cultural Collections	2	0%
Between Store and non-Parkville branches	2	0%
CARM		
Between CARM and Parkville branches	12	1%
Between CARM and Store	4	0%
Between CARM and non-Parkville branches	3	0%
Between CARM and Lenton Parr special collections	3	0%
Multivolume sets not properly identified (may be duplicates)	17	2%
Total Possible Duplicates	1064 from total of 18784	100%

Table 2.5 : Item Duplication in the Philosophy, Ethics and Occult subject set showing categories of duplicates.

The following is the policy advice from the Library Collection Development Policy on physical disposal of duplicated material :

PHYSICAL DISPOSAL OF ITEMS WITHDRAWN FROM THE LIBRARY'S COLLECTIONS

This policy guides the physical disposal of items withdrawn from the Library's collections in a manner that is transparent and acceptable to the University community. It recognises that some withdrawn material may still be of value to individuals, to the University community and to other institutions.

Categories of material suitable for disposal

- Published material which is mutilated, badly damaged or worn out.
- Particular formats which are replaced by formats more suitable for access or preservation.
- Superseded published material which is acquired only for the currency of its information and has been replaced by more current information.
- Duplicated published material which consists of additional copies that are no longer required.
- Deposit and exchange material, acquired under formal arrangements, which may be discarded under the terms of the arrangements.
- Material which falls outside the Library Collection Development Policy and the scope of the individual discipline or special collection policies.
- Material received by donation which will be disposed of within the terms of the donation.

The Library uses the following methods of physical disposal of materials from its collections:

- Sale of material, with funds raised to be returned to the Library's Materials Vote.
- Offer to University of Melbourne Faculties / Schools and their staff and students, or to other libraries or institutions.
- Offer outright to a recognised charity.
- Recycling of material in damaged condition or unsuitable for donation or sale.

Material officially withdrawn from the Collection will comply with the requirements of the Library Disposal Policy and the University's formal procedures.

Authority to dispose of material

Discipline Librarians and Collection Managers have the authority to dispose of material in accordance with the Library's collection review policy and procedures. Approval must be sought from the Library's Collections Committee where the last copy is to be disposed of.

2.4 OFF CAMPUS STORAGE AND RETRIEVAL

The University Library operates storage facilities at Dawson St Brunswick and shares ownership of the CAVAL Academic and Research Materials (CARM) store in Bundoora to provide access to the remaining research collections that can not be located in branches, which have demonstrated low use, are duplicated electronically or are superseded editions of works. The Stores also provide a lower overall floor cost per item held due to the use of high capacity storage solutions.

The combined Stores represent the Library's largest branch with combined storage of 31,050 m versus Baillieu library (excluding Special Collections) which currently has an estimated 24,400 m available. Both Stores have recently undergone renovations and extensions to expand the available University owned off campus storage from 10 kilometres in 2009 to 31 kilometres in 2012, however a fair percentage of this added space has already been utilised to provide room for collections impacted by library redevelopments over 2009-2012.

The Library's earliest approach to off-site storage used a running number sequence for item retrieval. This method is still used for material put into store due to overflow conditions in branches however the preferred method of item identification is to transfer large batches of material to store and utilise the item's labeling and batch number for retrieval. This improves efficiency of store transfers and has the additional benefit of retaining the item's classification arrangement.

The University Library has also provided material in the past to the CARM Centre consortium collection set up by Victorian University Libraries to provide a single last copy storage resource for the state of Victoria. This material is accessible through Libraries Australia or the CARM catalogue and data on most items is available in the Library catalogue. The library has provided 3.2 km of material in the facility including over 70,000 low use catalogued monograph items, previously uncatalogued agriculture and forestry monographs from the Parkville Land and Food Resources Library and the Library's collection of foreign language medical journals. Information on the catalogued monographs in the CARM Centre consortium collection is included in the subject reports as CARM. Holdings in the library's Bundoora Store at the CARM Centre are included in the Stores figure.

As indicated in the section on collection growth, it is anticipated that there is a requirement for 1-1.2 kilometres of additional store space per year to cover current collection growth. Under this scenario, our existing stores should last approximately another **8-9 years**. This would be extended to **12-13 years** with the construction of planned additional storage at CARM2 Bundoora. In the recent past most of the additions made to Store have not been as a result of collection growth. Instead, off campus storage is required due to University demands on existing on campus library facilities. This includes collection moves of the Engineering Library, Land and Food Resources Parkville, Science Faculty Libraries, Giblin Library, Education collection move to Giblin Eunson, Baillieu reference collection, ABP Library redevelopment and Frank Tate/ERC Level 1 redevelopment as well as development of the MDHS Student Centre at the Biomedical Library.

The amount of Storage capacity remaining will therefore be strongly influenced by future decisions to transfer on campus collection space to other purposes, either University administration space (e.g. Student Centres) or expanding student study spaces (e.g. ERC First Floor redevelopment).

Store	Total Shelving (m)	Collections (m)	Empty Shelving (m)	Remaining Space (%)
Total November 2012	31050	21600	9450	30%
Total Jul-Aug 2012	31050	17850	13200	42%
Brunswick Store ¹	15919	10102	5817	36.5%
Bundoora Store	15129	11497	3632	24.0%
Bundoora Store (not built)	[4711]	--	--	
CARM Shared Store		3175		
On Campus Branches and Collections	70175	55975	14200	20%

Table 2.6 : University of Melbourne Library Store capacity availability as of November 2012.

1. Brunswick Store figure does not include Baillieu monograph relegations from late November-December 2012 and East Asian collection journals transfer. This may reduce the total by 600 m (18,000 items).

2.5 CULTURAL COLLECTIONS

Cultural Collections represents a set of organisations at the University of Melbourne that collect and maintain material supporting cultural and historical scholarship. The University has 30 cultural collections including the Ian Potter Gallery, the University of Melbourne Herbarium, the VCA Arts Collection and the Classics and Archaeology Library. A full listing of collections is located at <http://www.unimelb.edu.au/culturalcollections/>

Various library branches of the University of Melbourne Library have rare book collections which are included under the auspices of Cultural Collections. These include the Louise Hanson-Dyer Music Library, the Architecture, Building and Planning Library, the Law Library and the Burnley Library. However, Archives, the Grainger Museum and Special Collections are completely part of the Cultural Collections group. Under the scope of this report, consideration is taken of the collections that are managed by the Millennium Library Management System and uncatalogued collections that will eventually be included in the library catalogue. University Archives, the Grainger Museum and the University Prints collection within Special Collections have extensive collections that are managed through other systems and are not part of this collection management plan.

For the most part, collection storage for Special Collections, Archives and Grainger Museum is relatively uncomplicated in that material, once selected for the collections, is retained in those collections and not intended to be transferred to other library branches, disposed of or deposited in Store. However, space constraints has led to Special Collections material being transferred to Bundoora Store including parts of the University Thesis, AX, BX and Willis collections and the Earth Sciences collection. Also, Grainger Museum collection material has been stored in Special Collections during the refurbishment of the Museum. Archives material not included in the library catalogue is also held in both Stores.

In developing this plan, the collection space of Special Collections has been measured and unused capacity has been estimated. Catalogue collections of Archives and Grainger Museum have been included in the subject reports and an estimate for their space based on item numbers has been included in the Cultural Collections total space estimate in Table 2.1.

Table 2.7 shows the outcome of the measurement exercise for the shelved collection areas of Special Collections which identified total shelving of 8,636 m. Note that the Prints room was not included in this exercise. Space remaining for collections in Special Collections is spread across the various collections and the ERC compactus, mainly at the ends of various collections and some within growing collections such as the Thesis collection. Additional collection runs have had to be created for the BX collection as space was not available for new purchases. A significant part of the remaining space within Special Collections is represented by elephant folio shelving which is usable only for additional elephant folios. There is also some space remaining in the ERC compactus for small to medium sized donated collections.

Space management in Special Collections will require selection by the Director of Collections and the Curator of Special Collections of appropriate material to be housed in off campus storage until the development of the Baillieu, Research and Cultural Collections Library is completed.

The collection growth rate of Cultural Collections is difficult to assess due to the continuing cataloguing of existing parts of the collections and the receipt of donations. Details of collections and new items in

Cultural Collections are given in Table 2.8. Between July 2010 and June 2012, 19,821 items were added to the catalogue bringing total collection items to 205,756 items. However, there still remains many uncatalogued items. At an average of 32-35 items per metre the Baillieu and ERC Special Collections estimated collection total of 7,629 m can be estimated to be 244,000-267,000 items of which at present 170,000 have been catalogued. The average number of items per metre in Special Collection may be a little lower due to the number of shelves holding elephant folios horizontally. Special Collections also holds some material in archive boxes and copies of Cultural Collections publications in storage that are not part of the collection. The Archives and Grainger collection item numbers grew by 1% during the current period (approximately 1 shelf per year in each location).

For this report it has been estimated that one third of the new items added to Special Collections represent new items received in the collection by purchase or donation and two thirds represents retrospective cataloguing of existing collections. This gives a growth rate over two years of 6,540 items or 3,300 items per year. At an average of 35 items per metre this would require 95 m of shelving per year to accommodate. It should be noted that this growth rate is extremely speculative, possibly on the low side and the actual number could be in the range of 80-200 m per year. This growth is also spread across a wide range of collection locations and may require significant space in one location to handle donations of entire collections.

The highest priority for Cultural Collections will remain the cataloguing of existing collections and cataloguing backlogs for some time to come. At present, this includes cataloguing of the remainder of the BX, McLaren and Rare Books collections. More details on the cataloguing priorities for Special Collections are given in the report on Special Collections in Section 2.11

Recommendations :

- **Expect growth of 80-200 m per year in Special Collections. Utilise remaining space for existing collections.**
- **The Director of Collections and Curator of Special Collections will select appropriate material for off-campus Store as required.**
- **Continue cataloguing program for outstanding collections including the Rare Book Room, BX and McLaren collections**

Special Collections Location	Total Space (m)	Est.Space Remaining (m)	Space Remaining Notes
Third floor Compactus	806	93	34 m in East Asian collection. 48 m in Backlog ranges.
Third floor main stacks – McLaren/Nicholson/MUP collections	1564	81	Most ranges 95-100% full. Some free space in ranges 13-14.
Third floor main stacks – AX/Grainger/Upfield/Artist Books collections	1339	308	45 m in last 2 ranges holding various collections. 148 m in elephant folio and ex-Argus space which is mainly usable for horizontally shelved material. Ex-Argus space reserved for use. 17 m (<5%) in AX/Grimwade space. 74m in Thesis collection for growing collection. 24m in Grainger space.
Third floor main stacks – AX (Romance) / UM collections	220	16	7% remaining space for growing collections.
Third floor reading room - REF	103	46	Extensive room for Reference collection, however unusable space for other Special Collections materials as is not secured.
Third floor – Room 311 compactus	50	19	Small compactus has 22 empty shelves. Some shelves in use have been double-shelved with books and are counted as two shelves.
First floor – main stack left aisle BX/Morgan	1448	51	3.5% space overall. Some space in 821-823 range and at end of BX folio collection. Most ranges 98-100% full.
First floor – main stack middle aisle BX/Arch/Cambridge/Villiers/others	663	53	Some space in BX gf, Morgan and Cambridge collections.
First floor – main stack right aisle – Medical/BX/School/Poynton/others	743	90	Medicine elephant folios account for 9m unusable for anything other than elephant folios. Space mainly in BX extension areas.
First floor – Rare book room	285	21	7% space overall. Some space remaining in the central timber cabinets in the room. Some shelves only suitable for small format books.
First floor – English room	356	13	3.5% space overall. Most bays shelved to 100%.
First floor - Leigh Scott room	110	6	Only space on shelves used as display shelves. Collection is static.
Basement compactus	184	30	Compactus to be emptied and removed eventually to provide room for preservation activities.
ERC Second floor compactus – Special collections	766	164	Holds various uncatalogued collections with some partially empty or totally empty bays.
Collections being catalogued at 780 Elizabeth St	0	-88	Collections transferred from ERC compactus to Collection Management for cataloguing.
Total Special Collections (Baillieu and ERC)	8,636 [Est. 7629 m in use]	903	10% overall space remaining. Part of the space can only hold elephant folio material horizontally. 46 m in reading room can not be used for restricted access collections.

Table 2.7 : Space availability in Special Collections (excl Prints and Leigh Scott Room) November 2012.

Collection	Total Items	Percentage of Total	Total Items : Dewey	Total Items : Non-Dewey	Item records added July 2010- June 2012
Special Collections (Baillieu)	170168	82.7%	86683	83485	17056
BX	36158	17.6%	35197	961	2852
Ian McLaren	35068	17.0%	41	35027	1208
East Asian	15353	7.5%		15353	713
AX	13022	6.3%	12892	130	622
English room	9872	4.8%	48	9824	15
UM	9436	4.6%	9389	47	1213
Thesis	8905	4.3%		8905	1644
Poynton	5654	2.7%	5654		2574
Morgan	5009	2.4%	4569	440	76
Joyce Thorpe Nicholson	4509	2.2%	4509		1695
Medical Rare Books	3678	1.8%	14	3664	330
Alan Villiers	3537	1.7%	3537		77
Public School Fiction	2349	1.1%	4	2345	21
Private Press	2073	1.0%		2073	166
Melbourne University Press	1763	0.9%	1761	2	527
Chris Wallace-Crabbe	1646	0.8%		1646	1646
Australian Romance	1636	0.8%		1636	1240
Sophie Ducker	1276	0.6%	1276		
Special Collections Reference	1258	0.6%	1256	2	114
Sir Russell and Lady Grimwade	1117	0.5%	1117		5
Rare book	1101	0.5%		1101	44
Prints	1074	0.5%	1074		94
Giligich	1022	0.5%	1022		
Other	3652	1.8%	3323	329	180

Collection	Total Items	Percentage of Total	Total Items : Dewey	Total Items : Non-Dewey	Item records added July 2010- June 2012
Bundoora Store	25859	12.5%	7217	18642	2651
Thesis	18168	8.8%		18168	5
BX	3230	1.6%	3230		1767
John Willis	2512	1.2%	2512		336
Earth Sciences	1261	0.6%	1261		66
Medical Rare Journals	474	0.2%		474	473
Australiana	214	0.1%	214		4
Grainger Museum and University Archives	9729	4.7%	8539	1190	114
Archives	5512	2.7%	5495	17	71
Grainger	4217	2.0%	3044	1173	43
CULTURAL COLLECTIONS TOTAL	205756	100.0%	102439	103317	19821

Table 2.8 : Cultural Collections Items in the Library catalogue and Item Records added to the Catalogue from July 2010 – June 2012

2.6 AUDIOVISUAL COLLECTIONS, MICROFORMS AND MAPS

As well as traditional print materials, the University Library also holds significant collections of audiovisual collections, especially in the fields of music and film studies. The library also has large collections of microforms and maps mainly held in specialized collections in the Baillieu and ERC libraries. The microforms and maps collections are housed in cabinets. Special collections and the Biomedical library have collections housed in filing cabinets and the Architecture, Building and Planning Library has a filing cabinet based slide collection.

These collections are significant from a storage perspective as the current off-campus Stores do not have facilities for non-shelved collections. The Library is currently investigating alternative locations for storing microfilm material that is available electronically or extremely low use. The Maps collection is also approaching saturation point in terms of the number of maps cabinets that can fit in its existing space and will require additional storage locations for cabinets in the medium term future. Audiovisual formats are not applicable for storage at the Bundoora Store. However, the bulk of the University VHS video collection has been transferred to Dawson St Store as has a collection of LP records and games software from the ERC collection.

Audiovisual collections are being revolutionized by the development of streaming services across the Internet. The University Library is actively taking up streaming from service providers including Kanopy, Enhance TV, Request TV, Alexandra Street Press, Vlearn and Insight Media. It is expected that this development will increase in the near future with the continuing emphasis on e-learning at the University. Another development of note for audiovisual collections is RFID tagging. The Giblin Eunson and ERC DVD collections should be RFID'ed to improve with circulation through automated systems. Many types of audiovisual collections, especially at Giblin Eunson, ERC, Lenton Parr and Louise Hanson-Dyer libraries also require specialized display stands and shelving systems to hold. This includes CD and DVD collections and especially kits.

The Baillieu Library microform collection has an estimated 1.6 million microfiche and 85,000 microfilm reels. At average scanning rates of 1 microfiche to 100 letter sized pages (at 24X magnification) and 1 100 ft 35 mm roll of microfilm to 1000 letter sized pages (at 12X magnification), the collection would be equivalent to 700,000 books (at 350 pages each) if each fiche and film was full, larger than the Baillieu book collections. A considerable proportion of the microfilm collection is devoted to scanned Australian and international newspapers. Microform collections are also housed in the Law and Louise Hanson-Dyer Music libraries and in Special Collections. The Law library microforms collection will be transferred to either the Baillieu library or to an identified on campus storage location in the short term future.

Recommendations :

- **Continue investigation for appropriate long term storage solution for cabinet based materials**
- **Consider RFID for DVD and CD collections**
- **Continue to centralise microform holdings at Baillieu Library**
- **Continue purchase of additional cabinets for maps and microforms as required**

2.7 COLLECTION MANAGEMENT PLAN SPACE ANALYSIS

As part of the data collection for development of this report and to support collection relocation projects in the second half of 2012, the collection spaces of the University Library were examined and mapped to an Excel spreadsheet. This process continued throughout July to December 2012 and therefore figures that were obtained have since been affected by collection relocation projects undertaken. The primary purpose of this exercise was to determine the library's amount of shelving and percentage of shelving in use in comparison to the available off campus storage space and as planning for the required collection relocation projects.

The main areas affected by collection relocation projects are the :

- Architecture, Building and Planning Library
- Baillieu Library
- East Asian Collection
- Eastern Resource Centre
- Research collections

In the case of the ABP Library and East Asian collection most of the non-journal collections were transferred to the Eastern Resource Centre and therefore the figures given are still representative of the size of the collection. The journals collections of both libraries and the stack book collection of the Architecture Building and Planning library have been considerably reduced. The Baillieu library periodicals collection has been considerably reduced and the book collection has been considerably increased by the transfer of the Research collection from the ERC. The book collection of the ERC fifth floor has been considerably increased by transfer of part of the Research collection and the periodicals collection has been considerably increased by transfer of part of the Baillieu periodicals collection. An attempt to account for these amounts has been made in the summary table of locations in Table 2.1 and in Appendix 1. However, the amounts given in the Collection Storage Data tables in the University of Melbourne Branches/Collections sections may relate to the measured collection spaces prior to relocation projects in late 2012. Underneath those sections, estimates of changes made due to the relocation projects have been given where possible to show current information for January 2013.

Shelving figures generally do not include shelving used for sorting and reshelving operations, nor shelving in staff workrooms. It does include shelving used to hold overflow material. The Law Library workroom shelving was included as it holds a substantial part of the collection. Some shelving locations may not be included from certain locations if in locked rooms. The Biomedicine collection does not include the first floor closed stack room. The Special Collections total does not include the print collection room, the Leigh Scott room Menzies collection or the Grainger archive room. Shelving lengths have been standardized at 87 cm per shelf with the exception of the ERC fourth floor compactus. Shelving capacity has been assessed within ranges by observation only after exact measurement of sample ranges to determine capacity. Capacity of ranges was assessed at levels of 0% to 70% in 10% increments, then to 95% in 5% increments or 98% and 100%.

A detailed spreadsheet of shelving, indicating the utilisation of individual bays, was created for the purposes of this project and has proven extremely useful in determining estimates for relocation and relegation purposes. The spreadsheet is available for use of all Discipline Librarians at:

Library shared drive. COLLECTION MANAGEMENT\Operational Planning\Collection Management Plan 2012\University library collection map - 160113.xlsx

3. COLLECTION DESCRIPTION AND MANAGEMENT

3.1 CATALOGUING

The Library aims to provide access to its collections through cataloguing records and collection locations that are coherent, logical, accurate and simple to understand. The library collections are described by catalogue records added to the Millennium Library Management System. Catalogue records are also available from the Discovery service and the Bonus+ catalogue. There are also a number of card catalogues retained in branches for older items that have not yet received a computer record including the main card catalogue in the Baillieu library basement.

Catalogue records for new purchased items are mainly supplied by book and serial providers as part of the acquisition process with the majority of records coming from Coutts and DA Information Services. E-resource records are usually supplied by the vendor and may be supplied as part of the product, purchased separately or supplied by external agents such as OCLC.

Collection Development also has a cataloguing team with 5 original cataloguers and 2 assistant cataloguers. The cataloguing team work on material originating from the University such as theses and University publications and material in the collection that requires retrospective cataloguing. The major priorities for retrospective work are Special Collections materials including the rare book room, completing full cataloguing of the BX collection and cataloguing of remaining collections. Other areas receiving cataloguing include the Lenton Parr Library compactus collections, uncatalogued scores and orchestral works from the Louise Hanson-Dyer Music Library and serials from the Baillieu, Biomedical Library and Veterinary Science Libraries.

Most of the University Research collection has been catalogued through a large project conducted over the last 15 years however the recent integration of science material to the ERC collection unearthed additional items requiring cataloguing and these are presently being catalogued. The Law Library has also conducted an extensive barcoding project of periodicals, reports and legislation collections to barcode every volume in the library which will assist in store retrievals as material is sent off-site. There are also substantial card catalogued collections remaining at the Biomedical library, the East Asian collection and Education materials within the ERC second floor compactus.

The original cataloguing team has a wide range of languages experience and is able to handle most of the European and Asian languages that the library collects in. However, items in Hebrew and Indonesian are sent for cataloguing to CAVAL who have specialized language expertise.

Recent developments in cataloguing of materials include the provision of computer generated Table of Contents for new items and supplier provided summaries which have increased markedly the number of access points available for newer materials. Within the Discovery service, works are also linked to reviews and similar items as well as being presented with book jacket images. The collections of the Library can also be discovered via the Trove and Libraries Australia services which can be set to search only the holding of the University of Melbourne Library if required.

The catalogue has a large number of location codes in use for collections. The Library is aiming to reduce the use of separate locations where possible and has started integration of Research collection items to branch collections to reduce locations. Also, where new library branches are developed, the Library aims to integrate book folio collections with main collections to reduce location confusion and provide collections in one place. In recent developments the Giblin Eunson folio and standard collections were merged, the Architecture Building and Planning main collection has been shelved on folio sized shelves to allow for a merger of the two sizes before the collection is returned to the new library and the East Asian collection has received folio sized shelving for its newly received Library of Congress classified material. As material from the Harvard yen-ching collection is reclassified to Library of Congress classification it will be shelved on folio shelving starting with the existing folio and reference collections. Law and Biomedical libraries have already integrated folio and non-folio collections.

The Library also has a collection of different call numbers, both from different classification systems used in various locations and from the use of “cutter numbers” for classifying books prior to 1980. The Library intends to undertake a project to reclassify items with cutter numbers in the Baillieu library 800-899 range to improve ease of access to literature collections.

A major upcoming change for cataloguing records is the implementation of the RDA (Resource Description and Access) standard replacing the AACR2 standard. This is due to take effect from March 2013. University of Melbourne cataloguing staff have been receiving training on this development. The new standard is more appropriate for material in today’s multi-format world. The new standard supplies instructions for cataloguing digital as well as traditional resources. It will be possible to create records that will cluster information about the same title together regardless of edition, translation or physical format. It also encourages capture of electronic meta-data without substantial editing to save cataloguer time. It should also reduce the use of obscure abbreviations in catalogue records and make it easier to create catalogue records with flexible descriptions of the resource. RDA focuses on the needs of users to easily find, identify, select and obtain the materials they need.

The Collection Development and Collection Access teams have also recently had to develop effective methods for linking to a wide range of digital resources in a way that provides easy access to protected resources and that is sustainable in the long term as resource links change. This has included standardization of the linking terminology used in catalogue records and development of links to streaming video resources.

Recommendations :

- **Continue to provide cataloguing priority to materials within Cultural Collections to ensure that all items not available for direct browsing are made available to University users**
- **Catalogue material from Lenton Parr, Louise Hanson-Dyer Music, Biomedical, East Asian Collection and ERC compactus Education material as funds are available**
- **Aim to reduce location code use wherever possible in collection move projects**
- **Conduct project to de-cutter Baillieu Library 800’s collection**
- **Provide support to implementation for the RDA cataloguing standard**

3.2 MILLENNIUM LIBRARY MANAGEMENT SYSTEM

The Millennium Library Management System, supplied by Innovative Interfaces, has been the University's major collection management tool since 1996. The system monitors the acquisition, use and management of the library collections through a series of records that are attached to a bibliographic description record. Individual item records can be attached to multiple bibliographic records where an item is part of a series or where multiple items are bound together, as is common for older material held in Special Collections. However, for the majority of items, one bibliographic record serves as the framework for a set of attached data records. Bibliographic records may be either full records catalogued to AACR2 standards or brief records for item records created at a library service desk for uncatalogued borrowed material.

The attached data can include :

- **Item records** : Each copy of a work or volume of a multi-volume serial or monograph receives an item record that contains information on the lending status, the location and the circulation data of the items.
- **Order records** : Order records contain information on the fund used to acquire an item, the supplier of the item, the prices quoted and paid for the item and invoicing data. Order records are archived after a number of years.
- **Checkin records** : Checkin records provide information for serials about individual issues received, binding information and claims information for missing issues.
- **Patron records** : These records are linked to item records as material is borrowed. They contain personal information including staff/student status, home faculty and information about items held on loan and fines information. Records are sourced from ISIS for students and UniCard for University staff. Information for public patrons are added by service desk staff.

The library system is composed of a number of modules that provide item management. These include:

- **Acquisitions** : Management of order records, invoicing for library materials and funds management for faculty and library funds.
- **Administration** : List and statistical services for records. Back-end management of the system.
- **Cataloguing** : Management of bibliographic records and creation and deletion of item records
- **CIRCA** : Inventory and stocktake support.
- **Circulation** : Management of lending processes.
- **Electronic Resources** : Management of linking, supplier data and licensing data for electronic products
- **Program Registration** : Provides management services for library classes supplied to users with patron records
- **Serials** : Management of checkin records and claims processes.
- **WebOPAC** : Manages display of catalogue records on the cat.lib.unimelb.edu.au website.

The library system receives inputs from various external systems including ISIS and UniCard for patron data and OCLC, Libraries Australia and individual vendor systems for bibliographic records. It exports data through data loading processes to Bonus+, Libraries Australia and Discovery and has real time interaction with the Student Portal, the Web OPAC and the Millennium Desktop Client for library staff (Figure 3.1). The system is capable of generating a wide variety of financial and statistical reports, including item reports that were used extensively for preparation of the collection management plan.

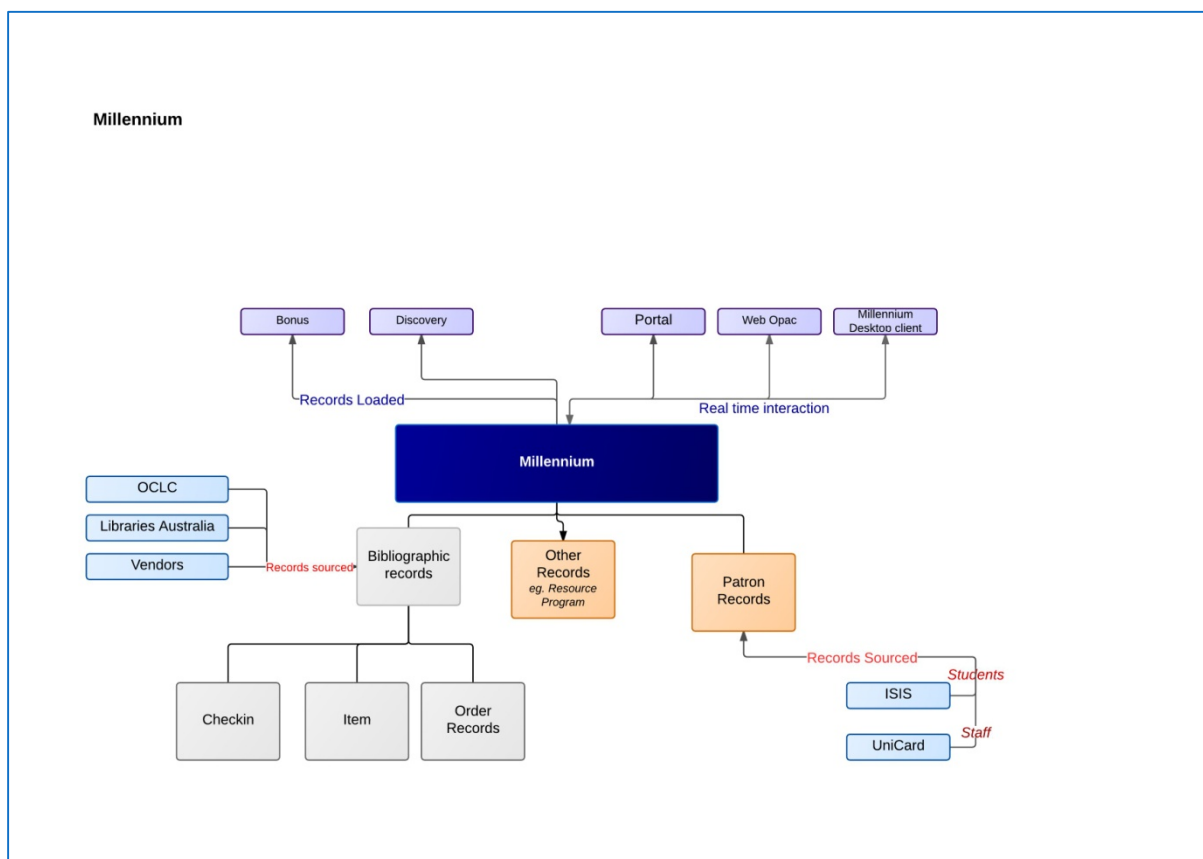


Figure 3.1 : Millennium System Relationship with Internal and External Systems

In the upcoming period, the Collection Access team will implement the Encore Reporter and Decision Centre modules. Encore Reporter supplies “high level insight into expenditure trends, operational statistics, patron and material usage analysis and more” (Innovative Interfaces, 2012) Decision Centre “generates recommendations that span collection development and weeding; circulation and transit; budgeting; and more” (Innovative Interfaces, 2012).

The other significant impact on the Library Management System will come from the impending RDA development mentioned earlier. It is unknown at yet how this development will impact on record structures within the system. There may also be a requirement to review the system architecture in upcoming years as a number of cloud based systems with open API’s have come on to the market.

Recommendations :

- **Implement and review new Millennium modules Encore Reporter and Decision Centre**
- **Continue to monitor impact of RDA on Library Management System**
- **Monitor development of cloud based systems for maintaining library systems**

3.3 DIGITAL REPOSITORY

The Digital Repository provides access to digital collections of the University of Melbourne library that have been produced in-house or which require copyright protection.

The repository supplied presently through the Digitool product supports collection management of physical materials in that various categories of physical collection items have transferred in part or fully into digital objects managed within the system. This includes University theses, University examination papers, calendars, research reports and council records and historical maps. Also, especially significant is the development of the Readings Online service providing access for subjects within the Learning Management System to materials traditionally supplied within library reserve such as articles and book chapters as well as audiovisual resources.

The Digital Repository has recently been subject to review. The Readings Online service will be moved to a new platform.

4. PRESERVATION AND DIGITISATION

4.1 PRESERVATION

Preservation for the bulk of the University Library collection is performed while operating a circulating collection. Activities include rebinding books identified in poor condition when they return from circulation and inserting missing pages that have been removed or defaced. As well, standard preservation activities include binding of periodical volumes. There has been a substantial decrease in requirements for periodical binding due to the conversion of journals to electronic form.

Expensive book sets can also be assigned to 'not for loan' status, either by including them in Reference collections or solely by changing the catalogue status in the general collection. This assists in reducing the opportunity for loss of these items, however the Library generally attempts to make material available for loan where possible. Transferring collections to high density off-site shelving also assists with preservation as the items become retrievable only on request and are therefore less susceptible to loss and damage from movement of material on shelves. Collections can be reviewed for material to be added to Special Collections by arrangement with the Curator of Special Collections.

Cleaning of collections is currently conducted on an ad hoc basis. For example, the Rare Book room collections have recently been cleaned. High levels of dust in collections introduce EHS issues for staff, increases pest infestation rates and increases the likelihood of mould outbreaks. It is recommended that the Library introduce a 5 year continuous rotation for cleaning of collections, including collections held in Library stores.

Regular pest inspections are undertaken within the collections and it is recommended that the schedule for pest inspections is retained. Last year a mould survey was performed covering the Rare Book and English Room contents. A fume hood has been purchased for handling mould affected items while treatment occurs.

The Cultural Collections Unit has recently established a Preservation Room in the basement of the Baillieu library which is being fitted out with equipment and supplies. It is recommended that a centralized system be developed for the purchase of preservation supplies such as Mylar sleeves,

rebinding supplies and box materials. This could be modelled on the system in operation at the State Library of Victoria.

Preservation activities on rare and fragile items is currently undertaken by a conservator employed on a casual basis, through special funding for employing the services of the Centre for Cultural Materials Conservation and through student and volunteer projects. Activities include mould cleaning, remounting and repair of artworks, cleaning and reboxing of rare book collections and box creation for unusually sized material such as atlases. Preservation of material in Mylar sleeves occurs through projects for individual collections. Additional preservation activities would be possible if the casual conservator was employed on a full or part time basis.

The Cultural Collections Unit has also developed Disaster Response Plans for the Library. A freezer has been purchased for the Preservation Room to assist with small to medium disaster response. University collections are also valued and insured against disasters such as flooding, roof leaks and fire.

Recommendations :

- **Consider development of a 5 year continuous cleaning program for University Library collections**
- **Continue pest inspection program**
- **Develop a centralized system for purchasing and maintaining preservation supplies**
- **Continue development of the Baillieu Library Preservation Room**
- **Consider employment of conservator for preservation activities**
- **Continue general rebinding and repair activities in branches and review of materials for Special Collections**

4.2 DIGITISATION

Digital versions of materials are playing a large role in library collection management. At the University of Melbourne Library print and audiovisual materials that are available in digital form are not being discarded but are the preferred choice for off-site storage. Digitisation includes material supplied in digital form by external suppliers and consortiums as well as internal efforts to digitise existing collection material.

Digital versions of journals have largely replaced their print counterparts for current titles and recently the University Library has actively purchased archive files from many journal providers. Both archival and current e-books, government documents and manuscripts are appearing extensively in digital format as well as internet files for music and video material. The library has invested in Discovery layer software to provide access to a wide variety of these materials from one interface and has been active in loading resource files to the library catalogue making it easier to identify individual resources within large packages of electronic materials. This will continue to occur over the next six years as e-book purchasing options become more suitable to library purchasing requirements. As well, the Library is now seeing user driven acquisition models such as from Proquest that will alter the way material is received. The JSTOR initiative is also moving to cover books from various publishers which will accelerate the uptake of e-books.

<http://digitisation.unimelb.edu.au/>

The University Digitisation Service, operating within the Library, was formed from the Records Management scanning unit in 2006 to provide a service for digitisation of materials for research requirements. As well, the unit provides a general business document scanning capability for the University scanning invoices, contracts and minutes of University committees for the records management system. Projects for digitisation are prioritised by the Digitisation Committee following requests submitted by researchers and collection managers. At present, the service is digitising the University Prints collections and scanning an Australian colonial fiction collection to support researchers. Another recent project involved scanning Aboriginal language dictionaries for OCR output to provide a research data set. University theses are also digitised on demand.

Materials from Cultural Collections, East Asian collection, Louise Hanson-Dyer Music, Lenton Parr, Architecture Building and Planning, Law and Giblin Eunson collections have been digitised in various projects. Many digitised works can be viewed in the Digital Repository.

The unit currently has equipment that provides scanning for books, large format documents such as maps and engineering drawings, unbound documents and films. The unit is also collaborating with ITS Research Services to develop 3D a fabrication service for researchers. 3D fabrication includes 3D object capture using either a structured light scanner, or photographic processes and 3D printing. 2D digitisation equipment includes a Zeutschel OS 14000 A1 scanner, a Zeutschel OS 12000v book scanner, an ATIZ A2book cradle scanner, an Epson 10000 XL A3 flatbed scanner, several photographic capture setups and three business document scanners.

To handle high throughput scanning of book materials in-house for major projects in future, a book scanning robot such as the Treventus scan robot would be required. Additional file storage space would also be required as part of any major digitisation initiative.

Recommendations :

- **Continue to promote the services of the University Digitisation Service**
- **Support efforts to upgrade 3D scanning capability to facilitate efficient production of 3D resources for web, promotional and condition reporting purposes**
- **Consider purchase of a Treventus scan robot to support high throughput scanning projects**
- **Continue purchases of electronic resources through the Library material vote**

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SECTION 2 : UNIVERSITY OF MELBOURNE LIBRARY BRANCHES/COLLECTIONS

1. ARCHITECTURE, BUILDING AND PLANNING LIBRARY

Non-Periodical Collection Items	Total Shelving (m)	Estimated Collection (m)	Estimated Periodicals (m)	Two Year Growth Rate
64,329	1,714	1,600	270*	4,183 (3% per yr)

The Leighton Irwin Architecture, Building and Planning Library primarily serves the requirements of the Faculty of Architecture, Building and Planning and the Melbourne School of Design. The library also manages collections for students in the Bachelor of Environments degree.

In 2012, this library was relocated from the Architecture, Building and Planning (ABP) building to Level 2 of the Eastern Resource Centre. The ABP building will be demolished in 2013 to make way for a new building, which is expected to be completed by 2016. Once the new building is completed, it is expected that the Leighton Irwin ABP Library will relocate to the ground floor of the building.

The new library is expected to have 30% less collection space, which will require that a similar amount of the current collection is relegated to off-site storage.

Collection Management Priorities

Short Term

- Transfer collection to Eastern Resource Centre
- Transfer selected Stack collection books and journals to Store
- Incorporate Baillieu and Research book collections including relabeling of collections
- Purchase additional storage unit for elephant folio material
- Increase electronic book holdings

Medium Term

- Interfile folio and non-folio book collections into one sequence
- Reduce collection size by 30-40% to fit new library space including conducting a weeding program for duplicate low use material
- Prepare collections for transfer to the new Architecture Building and Planning faculty building in 2016

* Collection storage data for the Architecture Building and Planning library is based on the arrangement of the library in July 2012 prior to transfer to the Eastern Resource Centre. Estimated Periodicals includes 69 m of periodicals housed in ERC Compactus ABP Stack. Non-Periodical collection item

count includes collections as of June 2012 in the ABP Library and Research collection items from Dewey ranges transferred to the ABP Library in October 2012. The item count includes Pitt Bequest funded items from the Research collection which were transferred to the Baillieu Library. This is estimated at 200 items. Baillieu items transferred to the ABP Library are not included in the count and Stack items transferred to Store have not been removed.

Collection Storage Data : ABP July 2012 (pre-transfer to ERC)

Collection	Shelving Bays	Shelving (m)	Capacity Utilisation Estimate
ABP general book collection	176	1000	91%
ABP High Use	21	91	85%
Journals & Reference	46	231	100%
ABP Stack	90	392	99%
TOTAL	332	1,714	93%
NON-SHELF STORAGE:			
<ul style="list-style-type: none"> • 11 x 3 drawers filing cabinets • 3 x 6 drawer plan cabinets (stacked) • 6 x 4 drawer cabinets for slides • 5 x 2 drawer cabinets • 1 microfilm cabinet • 16 drawers for microfiche 			

Impact of Collection Relocation project 2012 :

- Collection transferred to ERC Level 2. General book collection space increased to 286 bays and 1,520 m. Research and Baillieu collections transferred to space.
- Journals space in library increased to 48 bays and 250 m.
- ABP Stack collection transferred partially to ERC Level 2 Compactus and Level 4 Store (journals, theses, rare books) and partially to Dawson St and Bundoora Store (journals, books).
- Microforms collections transferred to Baillieu microforms collection.

Items not Circulated since 1999	Number
General book collection	5,650
ABP slide collection	450
Items created pre-2000	5,200

2. BAILLIEU LIBRARY

Non-Periodical Collection Items	Total Shelving (m)	Estimated Collection (m)	Estimated Periodicals (m)	Two Year Growth Rate
687,759*	24,404	19,206	1,908	26,147 (1.9% per yr)

The Baillieu Library supports the teaching, research and learning of the Faculty of Arts, the Graduate School of Humanities and Social Sciences, the Graduate School of Government Studies and the Centre for Advanced Journalism. Schools supported in the Faculty of Arts are the Asia Institute, the School of Culture and Communication, the School of Historical and Philosophical Studies, the School of Languages and Linguistics and the School of Social and Political Sciences. The Library also maintains legacy collections relating to psychology and social work. The microforms collection has microforms supporting various faculties.

In 2010-2011 the Baillieu library received the first stage of redevelopment including a review of the reference collection and redevelopment of the ground floor to improve study facilities and service areas including introduction of an automated book sorter and redeveloped service desk areas. In 2011-2012 a major stocktaking and barcoding project has been undertaken across the entire book collection. Also in 2012, relegation of low use collections to Store has occurred and the library has taken in the components of the Research collection most relevant to the Faculty of Arts. The history collections (900's) have been integrated and transferred to the Lower Ground Floor. Between 2009 and 2012, the journal collection was reviewed, catalogue records improved and journals with electronic access were transferred to Store. Journals relevant to other faculties were transferred to the appropriate branches. The physical sciences book collection was also transferred to ERC in 2011.

The Library expects to receive the content of the Centre for European Research at some time in the near future. There is also an uncatalogued collection of Russian statistical reports that is going to be transferred.

Collection Management Priorities

Short Term

- Review of High Use collection
- Relocation of Government Documents collection
- Relocation of Research 800's book collection
- Interfiling of Research collection including stocktaking and relabeling
- Decutter 800's collection
- Complete review of microforms collection to identify material with electronic availability

Medium Term

- Main and Research collections fully integrated and in a logical sequence at 80% of shelving capacity with continuous and ongoing review of collections for storage
- Relocation of healthcare, life and medical sciences collections to Biomedical library
- Continuous transfer of JSTOR periodicals to Store

- Identification of print titles against e-book collections
- Continue expansion of e-book collections including patron driven e-plans
- Transfer of DVD collection from ERC

Long Term

- Preparation for the Baillieu, Research and Cultural Collections Library

* Baillieu item collection count includes 254,299 Research collection items including items transferred from ERC in 2012.

Collection Storage Data : Baillieu January 2013 (Baillieu Second Floor (0-899) capacity utilisation figure includes items transferred to Store in 2012 monograph relegation projects)

Collection	Shelving Bays	Shelving (m)	Capacity Utilisation Estimate
Research Collection (Third Floor)	956	5,822	76%
Baillieu Government Documents	178	963	90%
Baillieu Second Floor (0-899)	1,601	9,607	77%
Research Collection (First Floor)	117	514	69%
Baillieu High Use	82	426	60%
Baillieu Reference	89	281	93%
Baillieu Lower Ground Books (900-999)	772	4,587	82%
Baillieu Journals	358	2,120	90%
Baillieu Microforms Books	16	84	95%
TOTAL	4,169	24,404	79%
NON-STANDARD SHELF STORAGE:			
<ul style="list-style-type: none"> • 84 bays x 112 microfilm drawers: Each bay 91cm x 47cm x 217cm • 186 microfiche cabinets (3,387 drawers). • 126 shelves for oversized periodicals • Shelving for newspapers 			

Impact of Collection Relocation project 2012 :

- Baillieu total shelving increased to 4,169 bays and 24,404 m. Capacity utilisation can not be determined due to number of recently completed relegation projects and temporary space created by relocations.
- Research Collection (Third Floor) extended to encompass East Asian general book and reference collection space and 28 additional bays created (396 bays added, app. 2270 m). 331 bays of Research collection 800-899 added to Research Collection (Third Floor).

- Baillieu Second Floor capacity utilisation improved by transfer of 284 bays of 900-999 collection to Baillieu Lower Ground. Also, architecture collection ranges transferred to ABP library and Store relegation projects occurred in 300's, 400's, 700's and 900's book ranges. Research collection folio 800-899 collection integrated.
- Research Collection (First Floor) capacity utilisation altered by transfer of 710-729 to ABP library and 740-799 from ERC Level 1 to Baillieu First Floor. Also, AB collection transferred to Baillieu Lower Ground and Second Floor.
- Baillieu Lower Ground book collection created from Baillieu, Research and AB 900-999 collection covering 772 bays and 4585 m at approximately 82% capacity utilisation.
- Baillieu Journals space reduced to 358 bays or 2,120 m with approximately 90% capacity utilisation.
- Microfiche cabinets relocated on Lower Ground Floor to Unicard photocopier space.

Items not Circulated since 1999	Number
Baillieu main collection	37,567
Baillieu Research Collection (001-799)	47,007
Item records created prior to 2000	17,140

3. BIOSCIENCES LIBRARIES

Non-Periodical Collection Items	Total Shelving (m)	Estimated Collection (m)	Estimated Periodicals (m)	Two Year Growth Rate
106,731 Biomedical : 93,765 Vet Sci P : 5,540 Vet Sci Werr : 7,426	8,349	6,559	3,353	7,882 (3.7% per year)

The Brownless Biomedical Library, Veterinary Science Parkville and Veterinary Science Werribee Libraries form the Biosciences Discipline Libraries. The Libraries primarily serve the requirements of the Faculty of Medicine, Dentistry and Health Sciences, the Faculty of Science and the Faculty of Veterinary Sciences

The Biomedical Library and Veterinary Science Werribee Library have recently undergone renovations which impacted on collection storage capacity. The Biomedical Library converted one floor to a Student Centre and created graduate study areas. Journal collections were concentrated in the basement compactus as well as storage for the History of Medicine book collection. Selected journals with electronic coverage, print abstract sets and selected closed journals were transferred to Bundoora store and the rare book and journal collections were transferred to Special Collections. The Veterinary Science renovation involved the removal of the compactus and the transfer of three quarters of compactus collections to Store and rearranged the library layout. Journals available electronically from Veterinary Science Parkville were also transferred to Store.

The Biomedical Library Stack collection includes approximately 15,000 card catalogued items. The Library also houses a card catalogued filing cabinet collection of the Australian Medical Association Victorian Branch Archive. The Gilruth Library Parkville holds the uncatalogued Max Henry Memorial Collection comprising over 990 books and manuscripts. It includes early veterinary textbooks, books about animal health and veterinary science in Australia and books written by Australian veterinarians. This collection is on a 15 year loan from the Australian Veterinary Association

Collection Management Priorities

Short Term

- Transfer Dental Science collections to ERC in line with School recommendations
- Complete cataloguing of the journal collection
- Interfile Baillieu Psychology and Life Science journals and Research collection items to Biomedical Library basement collections
- Digitisation of AMA Archive
- Increase electronic book holdings
- Reclassification of pre-1998 life sciences items in the main book collection (5,000 items) to 1998 Dewey update and reshelving of entire collection in new sequence (20,000 items)
- Review e-book holdings against print to identify potential books for store

Medium Term

- Transfer additional life sciences journals with digital coverage and low use stack items to store to allow for collection growth and Baillieu library collection transfer
- Rearrange basement collections and integrate up to 20,000 Baillieu books in healthcare, life and medical sciences to the Biomedical Library
- Complete online cataloguing of card catalogued collection
- Space for collections may be gained if the Medical History Museum is relocated from the building

Long Term

- Prepare collections for new Biomedical Library development within Medicine Centre on City Ford site

Collection Storage Data : Biosciences October 2012

Collection	Shelving Bays	Shelving (m)	Capacity Utilisation Estimate
BioMedical Second Floor	308	1,608	75%
BioMedical High Use	50	261	49%
BioMedical ST/AV	262	1,365	88%
BioMedical H/gf/Dental Stack	65	327	68%
BioMedical Journals	767	4,003	79%
Vet Sci Parkville	61	295	75%
Vet Sci Werribee Books/AV	67	345	91%
Vet Sci Werribee Journals	28	146	99%
TOTAL	1,608	8,349	79%
NON-SHELF STORAGE:			
<ul style="list-style-type: none"> • Cassette storage unit • 8 Filing cabinets (AMA Archive) • First floor cupboard Closed stack and Dental rare books collections • 216 CDs in set of drawers (Vet Sci W) • 134 U-matic video tapes packed for Store (Vet Sci W) 			

Impact of Collection Relocation project 2012 :

- No impact on shelving totals.
- Capacity utilisation of BioMedical ST/AV/H increased slightly by transfer of Research 610-619 collection (45 m)
- Capacity utilisation of BioMedical Journals increased slightly by transfer of net Baillieu journals after transfer of Biomedical journals to Bundoora store (40 m)

Items not Circulated since 1999	Number	Percent	Items created prior to 2000
Biomedical Library book collection	5,259	4%	3,337
Biomedical Library ST collection	21,283	16%	18,850
Vet Science Parkville book collection	1,134	1%	1,028
Vet Science Werribee book collection	1,710	1%	1,327

4. EAST ASIAN COLLECTION

Non-Periodical Collection Items	Total Shelving (m)	Estimated Collection (m)	Estimated Periodicals (m)	Two Year Growth Rate
81,346*	2,536*	2,010*	311*	5,071 (3.1% per yr)

The East Asian Collection has recently relocated to level 2 of the Eastern Resource Centre (ERC). Part of the East Asian collection is housed within the Special Collections compactus on Level 3 of the Baillieu library.

The East Asian Collection focuses on collecting materials in Chinese and Japanese languages. The subject coverage of the collection is mainly in the areas of arts and humanities, social sciences and architectural history.

Collection Management Priorities

Short Term

- Complete transfer of collection to Eastern Resource Centre Level 2
- Continue expansion of electronic products purchases
- Develop expertise in classification with Library of Congress classification for new materials
- Convert Reference and folio collections to Library of Congress classification
- Transfer folio collection to non-folio Library of Congress section as reclassified

Medium Term

- Convert Harvard Yen-ching main book collection to Library of Congress classification
- Preparation and redevelopment of ERC second floor as long term location for East Asian collection
- Possible expansion of on-site collection from material held in Store

Long Term

- Full collection converted to Library of Congress classification in single non-folio sequence.

* Non-Periodical collection item count includes 15,353 items from the Special Collections East Asian collection. The total excluding this collection is 65,993 items. All shelving and collection estimates are pre-ERC collection move.

Collection Storage Data : East Asian November 2012 (Baillieu Level 1 and 3 figures)

Collection	Shelving Bays	Shelving (m)	Capacity Utilisation Estimate
General book collection	324	1,936	76%
Journals	64	334	94%
Reference	44	266	83%
Special collections	Included in Special Collections Third Floor Compactus Section 2.11		
TOTAL	435	2,536	79%
NON-SHELF STORAGE:			
<ul style="list-style-type: none"> • None 			

Impact of Collection Relocation project 2012 :

- Collection transferred to ERC Level 2 in December 2012
- Journal collection space reduced to 34 shelving bays in ERC through transfer of collection to Library store
- General book collection shelving bays increased by expansion of Library of Congress classification section to 106 bays to allow for collection growth and transfer of folio collection
- Collection order rearranged to ease transition to Library of Congress classification

Items not Circulated since 1999	Number	Percent	Items created prior to 2000
General book collection	21,164	31%	11,166

5. EASTERN RESOURCE CENTRE AND MAPS (LEVEL 3-5)

Non-Periodical Collection Items	Shelving (m)	Estimated Collection (m)	Estimated Periodicals (m)	Two Year Growth Rate
124,171	5,787	3,500	654	7,941 (3.2% per yr)

ERC Level 3 to 5 forms the physical sciences and engineering library and maps collection. It also holds land and environment resources and a multidisciplinary DVD collection. It supports teaching and research for the Melbourne School of Engineering, the Faculty of Science and the Melbourne School of Land and Environment. The Maps collection supports all faculties but particularly those departments with a strong connection to geospatial data (geomatics, earth sciences, history, geography). Level 2 of the ERC contains the Architecture, Building and Planning Library and East Asian collection as well as the compactus holding collections for Special Collections, Education and ABP. Level 1 of the ERC contains Student IT and is being redeveloped as a larger Student centre to replace the Frank Tate Building.

Redevelopment of Levels 3 and 4 of the Eastern Resource Centre was undertaken in 2008, including development of the Science Student Centre. Engineering library collections were relocated in 2008 with most materials transferred to offsite storage. In 2010, the collections and services of the School of Earth Sciences transferred to the ERC. In 2011, education collections moved to the Giblin Eunson library and the collections and services for physics, chemistry and mathematical sciences were included in the building. In 2012, science journal collections of the Baillieu library were transferred. Journals with digital content were transferred to offsite storage with each move. Research collections of relevant classification numbers have been recently integrated and catalogued where necessary. Other research collections were transferred from Level 1 and 2 to other libraries and the remainder of the ERC research collection was housed on Level 5.

The Level 2 compactus (of which the non-Special Collections is included in this location) contains approximately 200 m of education collections which are card catalogued. The collection from the Physics library requires investigation to identify its catalogue status. A small book collection has been left in the Physics building to satisfy academic requirements.

Collection Management Priorities

Short Term

- Increase electronic book holdings, including replacement of existing print
- Stocktake Level 5 books
- Consolidate journal collection to Level 4
- Relabelling of transferred Baillieu journals collection
- Review reference shelving area on Level 3
- Incorporate Dental Science collections in line with School recommendations
- Identify location for storage of further Maps cabinets

Medium Term

- Identify further online journals and book series for off campus storage
- Transfer environment collection material from Baillieu, Giblin Eunson and Biosciences libraries to create a single strong collection location for environment researchers and students
- Transfer DVD collections to other discipline libraries

Long Term

- Respond to faculty requirements as Engineering shift to new facilities

Collection Storage Data : ERC Level 3-5 and Level 2 compactus (non-Special Collections) January 2013

Collection	Shelving Bays	Shelving (m)	Capacity Utilisation Estimate
ERC Books (Level 5)	697	3,475	57%
ERC Research (Level 5)	124	605	62%
ERC Journals (Level 5)	21	110	98%
ERC Journals (Level 4)	126	544	66%
ERC DVDs and CDs (Level 4)	26	136	77%
ERC Store (Level 4)	16	83	86%
ERC High Use, Loans desk and Reference (Level 3)	102	265	63%
ERC Compactus (Education) (Level 2)	81	412	50%
ERC Maps (Level 4)	36 *	157	85%
TOTAL	1,193	5,787	52%
NON-SHELF STORAGE:			
<ul style="list-style-type: none"> • 1 journal display stand 			
MAPS Collection			
<ul style="list-style-type: none"> • 112 cabinets stacked 2 high : Approximately 130,000 individual maps held • 4 display cabinets x 8 drawers 			
* Maps shelving bays are fitted primarily with shelving for horizontal storage of folio sized atlases. Metres have been estimated on 6 shelf bay equivalents.			

Impact of Collection Relocation project 2012 :

- Journal collection size increased by transfer of 210 m of journal collections from Baillieu library increasing capacity utilisation significantly. Some journal collection remaining on Level 5.
- Part transfer of ERC Level 2 compactus space to Architecture, Building and Planning library for Stack storage
- Transfer of ERC Research collection from Level 2 to Level 5 increasing capacity utilisation to approximately 60%

Items not Circulated since 1999	Number	Percent	Items created prior to 2000
ERC main collection	16,099	8%	13,820

6. GIBLIN EUNSON LIBRARY

Non-Periodical Collection Items	Total Shelving (m)	Estimated Collection (m)	Estimated Periodicals (m)	Two Year Growth Rate
210,107*	5,969	4,148	273	17,205 (4.1% per yr)

The Giblin Eunson Library primarily serves the requirements of the Faculty of Business and Economics, the Graduate School of Business and Economics and the Melbourne Graduate School of Education.

The Giblin Eunson Library is a new purpose-built library that opened in 2011. It combines collections that were formerly housed primarily on level 5 of the Eastern Resource Centre and the former Giblin Economics and Commerce Library, now home to the Louise Hanson-Dyer Music Library. The merger of the collections included a significant transfer of items to Store and a rearrangement of the collection so that folio and non-folio books were interfiled.

In addition to a large monograph collection, the education collections encompass a large multi-media collection consisting of various video, audio and computer formats, kits, posters and realia, intended to support students in their industry placements. There is also a significant school text-book collection. The Giblin Eunson library recently received a set of approximately 700 books dated from 2008 onwards from the Melbourne Business School library due to changes in that library's operations.

Collection Management Priorities

Short Term

- Stocktaking, rebarcoding and relabeling of collection
- Increase electronic book holdings
- Interfile Research collection items to main collection
- Increase update of Kanopy and other streamed video services including assessing the existing DVD collection
- Continue shelf management of the Textbook, Junior Fiction and Picture Book collections
- Integrate Melbourne Business School collection books
- Redistribute collection across empty shelves

Medium Term

- Digitise honours and masters theses from Faculty of Business and Economics.
- Project to provide room for growth of 15,000 to 20,000 new items

* Non-periodical collection items includes 22,877 items from the Giblin Eunson Textbook collection

Collection Storage Data : Giblin Eunson August 2012

Collection	Shelving Bays	Shelving (m)	Capacity Utilisation Estimate
Ground floor - Books	170	887	47%
Ground floor - High Use	51	189	49%
Ground floor - Journals	90	364	75%
Upper ground floor - Books	302	1319	84%
Upper ground floor - Research	119	621	79%
First floor - Books	316	1375	74%
First floor – Media/Textbook/Junior/Picture book	269	1215	61%
TOTAL	1,317	5,969	69%
NON-SHELF STORAGE:			
<ul style="list-style-type: none"> • 4 double-side racks of A frame shelving for CDs - 140 x 115 cm. Each • Large format posters - Hung off two wall hooks • Special rack - 145 x 60 cm - Large format picture books 			

Impact of Collection Relocation project 2012 :

- Research collection items relevant to Giblin Eunson collection transferred to library in first half of 2012. Items are included in shelving and capacity utilisation estimates above.

Items not Circulated since 1999	Number	Percent	Items created prior to 2000
General book collection (not including Research Collection)	2,722	1%	364
Research Collection	15,781	7%	8,437
Text-book / Junior fiction / Picture book collections	16	less than 1%	
AV/kit/realia collections	124	less than 1%	

7. LAW LIBRARY

Non-Periodical Collection Items	Total Shelving (m)	Estimated Collection (m)	Estimated Periodicals (m)	Two Year Growth Rate
115,466	5,930	5,557	1,256*	6,088 (2.6% per yr)

The Law Library 's primary role is to support the research, learning and teaching, and engagement activities at Melbourne Law School.

In 2002, the Law Library was relocated from the Old Quadrangle to the new Law Building situated on Pelham Street, on the south edge of University Square. It covers the third, fourth and half of the fifth floors of the building.

The Law Library has a large monograph collection, which is catalogued and shelved according to the Moys classification scheme, a specialized classification scheme for law materials used instead of the Dewey Decimal Classification, which is used in most of the other branch libraries.

There is also an extensive collection of reports and legislation covering many English-speaking nations, a Rare Books collection, comprising rare legal titles dating back to the early 1600's, a separate collection of materials relating to taxation law, as well as a print journal collection and a microforms collection.

In 2008, law library staff mapped the entire journal collection. The aim of this project was to record the print journal titles held in the Law Library, the number of print volumes held and how much space the volumes occupy, the amount of growth space on the shelves and their availability by way of free and subscription databases.

In 2011, the Law Library staff carried out a major project whereby all journals, law reports and legislation volumes were barcoded and each title and accompanying item records were listed in the library catalogue. This was a major undertaking which resulted in revisions being made to catalogue records and the Holdings List. At the request of a tax academic, a collection of tax history books was moved from the ERC B collection to the Tax collection in the Law Library. These books were reclassified under the Moys system. The Law Library also received from the ERC a collection of Islamic law books, which were classified at KD and incorporated into the general collection. To make way for the "Law Students Only Study Area" in 2010, some reference titles were moved to Store and some to new shelving on level 5. Out of date looseleaf services were removed from the general collection and sent to CARM.

The barcoding project identified a number of uncatalogued law reports and journals, which have now been catalogued. In addition, miscellaneous items in the workroom compactus have been catalogued and integrated into the collection or moved to Store.

* There are also 2,401 m of Reports, Legislation and Tax Periodicals and Reports collections which have been included as non-Periodical (Law P) collections.

Collection Management Priorities

Short Term

- Implement Moys 5th edition classification system and plan to re-classify titles in selected subjects
- Send U.S. law reports to CARM (approved by Research & Law Library Committee)
- Move level 5 law reports to level 4
- Redistribute collection level 5 collection across shelves after reports have been moved to level 4
- Send cancelled sets of looseleaf commentary volumes to CARM
- Send selected out of date Reference material to Store
- Move Microforms Collection offsite so that current Microforms Room can be converted to two discussion rooms.

Medium Term

- Send closed journals (available online) to CARM
- Move current journals to lockable level 4 compactus
- Digitise older Melbourne Law School theses
- Weed level 5 book collection and send titles to Store
- Pilot of patron driven book selection plan
- Contribute to cooperative digitisation projects for older legal materials for the State of Victoria with organisations such AustLLI, State Library of Victoria and the new Law Library of Victoria.

Collection Storage Data : Law October 2012

Collection	Shelving Bays	Shelving (m)	Capacity Utilisation Estimate
Level 5 Books	278	1,451	90%
Level 5 Reference/Tax	58	303	95%
Level 5 Rare Books	26	92	--
Level 4 Reports and Legislation	413	2,172	98%
Level 4 Journals	266	1,379	91%
Level 3 High Use/Recent Legislation	46	240	84%
Stack rooms & Work Room	53	294	--
TOTAL	1,140	5,930	94%
NON-SHELF STORAGE:			
<ul style="list-style-type: none"> • Microforms <ul style="list-style-type: none"> ○ 5 cabinets x 8 drawers - 46cm x 62cm x 131cm ○ 3 cabinets x 6 drawers - 90cm x 63cm x 98cm ○ 2 cabinets x 4 drawers - 50cm x 65cm x 73cm ○ 1 range of 624 drawers - 540cm x 47cm x 210cm (inc. 2 shelves of indexes) 			

Impact of Collection Relocation Project 2012 :

- Research collection within Law Dewey range (340-349) transferred to Library Store. No impact on collection storage data listed above.

Items not Circulated since 1999	Number	Percent	Items created prior to 2000
General book collection	24,357	17%	19,690

8. LENTON PARR MUSIC, VISUAL AND PERFORMING ARTS LIBRARY, SOUTHBANK CAMPUS

Non-Periodical Collection Items	Total Shelving (m)	Estimated Collection (m)	Estimated Periodicals (m)	Two Year Growth Rate
107,671	2,820	2,466	251	9,216 (4.3% per year)

The Lenton Parr Music, Visual and Performing Arts Library is located at the Southbank campus. Its sister library, the Louise Hanson-Dyer Music Library is located at the Parkville campus. The two libraries primarily serve the requirements of the Faculty of the Victorian College of the Arts and the Melbourne Conservatorium of Music. Both the Victorian College of the Arts and the Melbourne Conservatorium of Music undertake teaching and research at the Southbank campus, so this library supports directly both divisions of the Faculty.

The Lenton Parr Music, Visual and Performing Arts Library was originally the Victorian College of the Arts Library. When the Victorian College of the Arts merged with the University of Melbourne in 2005 it became a branch library of the University of Melbourne Library. The Library was refurbished in 2005 providing an opportunity to expand shelving, including the addition of a compactus on the open floor and an extension to the compactus in the Closed Stack Room.

The Lenton Parr Music, Visual and Performing Arts Library Collections consist of High Use, Reference, General Collection, Music Scores, CDs, Videos and DVDs and other formats. There is a Special Collection and VCA Special Collection (consisting of materials relating to the past and ongoing history of the VCA) in the Closed Stack area.

The Closed Stack Collection consists of a number of collections including: VCA Theses (including honours, Masters and PhDs); Vinyl record collection (remainder unable to be housed in closed access); Laser disc collection.

Collection Management Priorities

Short Term

- Rehouse the DVD Collection into self checkout cases and RFID. Allows for space behind service desk to be freed up and less collection handling by staff. Work with Collections Access staff to process on acquisition.
- Weed and move video collection to Store. Replace with DVD copies as required.
- Digitisation of sections of the Special Collections including the E J Moeran Collection and others depending on copyright.
- Increase electronic audio and video streaming, book and journal holdings

Medium Term

- Continue the full cataloguing of Percussion and Brass Score Collections with minimal records.
- Complete the full cataloguing /adding of item records of the Collected Editions Collection.

- Consider rehousing the CD Collection into self checkout cases and RFID. Allows for space behind service desk to be freed up and less collection handling by staff. Work with Collections Access staff to process on acquisition.
- Transfer back runs of journals with digital coverage and low use stack items to store to allow for collection growth.
- Catalogue the Orchestral Set Collection / Big Band Collection located in the Closed Stack Area. Currently only a Word document.
- Consider the integration of music scores into one classification system and uniform barcoding. Currently the Lenton Parr and Louise Hanson-Dyer Music Libraries have differing classification systems. In addition consideration needs to be made around barcode/item records per part and colour -coding scores. Louise Hanson-Dyer Music Library currently colour code their scores in-house and every score and part has a barcode and an item record. The Lenton Parr Library does not colour-code and each set of score and parts has one barcode.
- Complete cataloguing of Melba Conservatorium Music Score Collection and other donated collections in the Closed Stack Area.

Long Term

- Prepare collections for new Music, Visual and Performing Arts Library development at the Southbank campus.

Collection Storage Data : Lenton Parr October 2012

Collection	Shelving Bays	Shelving (m)	Capacity Utilisation Estimate
Reference	14	73	90%
Monographs	215	1,052	88%
Periodicals	64	285	88%
Comm. Arts Res. DVD Vinyl records	40	209	77%
Scores CDROMs Audio CDs	82	470	74%
Closed Stack	142	731	95%
TOTAL	557	2,820	85%

Items not Circulated since 1999 (Created post-2009)	Number
Monographs	8,655
Scores	10,964
Videos	150
Audio CDs	593
Laser discs	19
CDROMs	54

9. LOUISE HANSON-DYER MUSIC LIBRARY

Non-Periodical Collection Items	Total Shelving (m)	Estimated Collection (m)	Estimated Periodicals (m)	Two Year Growth Rate
118,745	2,310	1,856	100	9,093 (3.8% per year)

The Louise Hanson-Dyer Music Library primarily serves the requirements of the Melbourne Conservatorium of Music which teaches at both the Parkville and Southbank campuses.

The Library transferred to a new location in Arts West (Building 148) in 2012 following the exit of the Giblin Library from the building. The collection was reallocated across two floors with books, high use, reference and the CD and DVD collections on Level 3; scores, journals, microform, video and audio cassettes and LPs were relocated to Level 2 along with listening and viewing equipment.

The collection also has 440 m of rare and uncatalogued materials housed in various locations in the Baillieu library building, including the Orchestral collection, uncatalogued music scores and Special Studies theses. Rare catalogued music collections are located in the 3rd floor Baillieu compactus, 1st floor Special Collections high security area, Dawson Street Store and CARM store. L'Oiseau-Lyre Archive, due to arrive mid-2013 from Monaco will use 160 m closed access shelving space divided between the Baillieu Library closed access areas and Dawson Street Store.

Uncatalogued material – Baillieu Library

Basement – rare music scores, 78rpm and magnetic recordings, archival material

Ground floor – Orchestral print collection, orchestral manuscripts, music scores cataloguing backlog for open access collection

3rd floor, Room 318 – Centre for Studies in Australian Music Library including periodicals, clippings, theses, LPs, videos and cassettes, Tippett Archive, rare materials

3rd floor, Compactus - Concert Program Collection

Catalogued material – Baillieu Library

Basement – Special Studies theses

1st floor, room 109 – Rare books and music scores

3rd floor, Compactus – Music manuscripts

Collection Management Priorities

Short Term

- Absorb ERC B and Baillieu books from the 780 Dewey sequence and upgrade Dewey numbers
- Relocate Orchestral collection to Dawson St Store to create space for L'Oiseau-Lyre archive
- Relocate named rare collections - Tuckwell, Stockigt and White - from Baillieu to CARM and Dawson Street stores
- Weed videos duplicated on DVD to Store
- Digitise the journal *Australian Musical News* and move hard copies to Store
- Increase electronic audio and video streaming, book and journal holdings

Medium Term

- Relocate low use CDs and DVDs from High Use area to closed access Baillieu Library
- Catalogue and shelve print journals and LPs from the closed Centre for Studies in Australian Music Library into the open access collections
- Collate, describe, catalogue and conserve the l'Oiseau-Lyre archive
- Continue to catalogue identified items from the backlogs of rare materials and music scores
- Catalogue the approximately 6,000 LPs which are listed on the Sound Recording Database and are on open access, but not on Millennium

Long Term

- Continue replacing damaged or superseded editions of music scores with new editions
- Prepare collections for move to either Southbank or Cultural and Research Centre

Collection Storage Data: Louise Hanson-Dyer Music August 2012

Collection	Shelving Bays	Shelving (m)	Capacity Utilisation Estimate
Reference	26	136	77%
Monographs	87	448	72%
High Use	4	19	88%
Periodicals	36	188	53%
CDs, LPs, Video & Audio Cassettes	41	284	93%
Scores	164	734	90%
Rare books First Floor Baillieu	15	126	88%
Baillieu Ground Floor Store	44	229	73%
Baillieu Basement Store	28	146	74%
Special Collections Compactus	Included in Special Collections Section 2.11		
TOTAL	445	2,310	80%
NON-SHELF STORAGE:			
<ul style="list-style-type: none"> 65 boxes of various materials - various sizes 			

Impact of Collection Relocation Project 2012 :

- Research collection within Music Dewey range (780-789) transferred to Louise Hanson-Dyer Music Library. Material added to the Monographs capacity utilisation.

Items not Circulated since 1999	Number	Percent	Items created prior to 2000
Monographs	1,694	2%	757
CDs, LPs, Video & Audio Cassettes *	4,652	5%	2,935
Scores	18,011	20%	12,139

*Note : LPs and Audio Cassette collections are for use in library only, however have a status of available rather than library use only.

10. MELBOURNE SCHOOL OF LAND AND ENVIRONMENT LIBRARIES

Non-Periodical Collection Items	Total Shelving (m)	Estimated Collection (m)	Estimated Periodicals (m)	Two Year Growth Rate
58,735* Burnley : 30,709 Creswick : 13,646 Dookie : 14,520	1,711	1,285	351	1,249 (1% per yr)

Melbourne School of Land and Environment students and staff are served by three regional libraries at Burnley, Creswick and Dookie campuses and Parkville collections held in the Eastern Resource Centre. Burnley specialises in horticulture and resource management and includes the LFR book collection from the previous Parkville Land and Food Resources library. Creswick specialises in forestry and natural resource management. Dookie specialises in agriculture and food science. Food science and agriculture materials are also held at the ERC.

Burnley library was redeveloped in 2006-2007 to incorporate the LFR book collection. Since then, the rare book collection has been relocated to a new location for preservation and to cope with growth. Changes to the Agriculture degree led to the relocation of resources from Dookie library to the Eastern Resource Centre. Duplicate items were removed from the collection during this process. Lower use unique items have been retained at Dookie campus and the library operates with reduced opening hours. Journals with electronic access have been relegated to Store from Creswick library. The MSLE Libraries, due to their regional arrangement and distributed student cohort have already invested heavily in electronic resource material including e-books and therefore the growth rate of physical items in the collections is lower than other libraries.

Some uncatalogued material remains in the Burnley compactus. The Creswick library recently received the collection of forestry academic Alf Leslie including nearly 900 books specialising in economics and forestry.

Collection Management Priorities

Short Term

- Increase e-resource holdings
- Reduce Burnley LFR collection of non-circulating items to provide space for Burnley collection growth
- Transfer Burnley serials with electronic access to Store

* Branch collection item totals include 1,140 items in periodical collections

Collection Storage Data: MSLE Libraries November 2012

Collection	Shelving Bays	Shelving (m)	Capacity Utilisation Estimate
Burnley	191	794	81%
-- Books	86	299	80%
-- LFR Books	49	213	80%
-- Periodicals	30	157	90%
-- Compactus and Rare Books	21	103	70%
-- Reference	5	22	95%
Creswick	78	358	91%
-- Books	44	191	87%
-- Journals/Reports/Theses	14	64	95%
-- Spec Coll	12	68	98%
-- Alf Leslie Collection	8	35	87%
Dookie	107	559	57%
-- Books	72	376	40%
-- Journals	32	167	90%
-- Videos	3	16	100%
TOTAL	376	1,711	75%

Items not Circulated since 1999	Number	Percent	Items created prior to 2000
Burnley	8,460	27%	7,060
Creswick	6,200	45%*	3,390
Dookie	5,730	39%	5,060

* Creswick Library uses the Workroom location and the Ask at Desk status for items that are not for loan. It is difficult to determine which items in the Workroom location are not for loan. 560 items are in the Workroom and have not circulated.

11. SPECIAL COLLECTIONS

Collection Items	Total Shelving (m)	Growth rate
170,168*	8,636	See section 2.4

Special Collections holds around 250,000 volumes of books, journals and pamphlets, as well as archival material, that have been placed on 'closed access' by reason of their age, value or uniqueness in order to ensure their long-term care and preservation for future generations of scholars and researchers.

Special Collections material that has been catalogued since 1980 is catalogued on the Library's online catalogue; however, some material catalogued before 1980 may only be accessed on the card catalogue located in the basement of the Baillieu Library. A certain proportion of material, such as the archival collections, does not appear on the main Library catalogue but can be located through specialised lists and databases.

Special Collections have been the recipients of many collections from other Libraries on campus to centralise Rare Books collections and it was agreed they would be best protected in Special Collections. The Rare medical books, rare architecture folio and elephant folios, Earth Sciences, a small amount from zoology and the classics faculty collection are included in these collections.

Uncatalogued material

1st Floor

About 40% of BX; John Bowman Hebrew collection (5 shelves); ex Classics (13 shelves); General backlog (4 shelves); Chisholm Collection (35 shelves); ex Ormond College books (13 shelves); Menzies.

3rd floor

About 40% of McLaren collection

ERC Compactus

Communist Party Collection- 24 shelves books and pamphlets, 48 shelves periodicals, 6 shelves books, 6 shelves newspapers, 40 shelves books

Hotminsky Collection - 34 shelves

O'Flaherty Collection - 18 shelves

Parliamentary Library - 35 shelves

Romance - 91 shelves

Seifullin Collection- 59 shelves

German & Russian collections - 58 shelves

Other collections - 50 shelves

Possible Cultural gift of around 2,500 books and another of similar numbers.

Collection Management Priorities

Short Term

- Cataloguing Rare Book Room onto millennium
- Sorting the English Room – updating item records and changing flags, numbering shelves.
- Gain some new shelving space, possibly the Government Documents space
- Keep cataloguing BX.

Medium Term

- Catalogue and house new cultural gift
- Send some collections offsite

Long Term

- Move into a new Cultural and Research Centre and have completed the preceding work to move the collections

* Collection items total includes 15,353 East Asian collection items which are also included in the East Asian collection total. See Table 2.8 for a listing of Special Collection item numbers by collection.

Impact of Collection Relocation Project 2012 :

- Special Collections received Education theses from the ERC Compactus to the Baillieu Basement compactus. Some ERC Compactus collections were transferred to third floor main stacks and to Collection Development for cataloguing. Collections included in capacity utilisation estimate above. ERC compactus collection space reduced by 18 bays (115 m) transferred to Architecture Building and Planning for Stack collection periodicals collection. Compactus count above is prior to handover of space.

Collection Storage Data : Special Collections November 2012

Collection	Shelving Bays	Shelving (m)	Capacity Utilisation Estimate
Third floor compactus - Room 321	141	806	89%
Third floor main stacks - Room 317	542	3,123	87%
Cultural Collections Reading Room - SpC REF	24	103	56%
Third floor small compactus - Room 311	8	50	64%
First floor BX - Room 112	488	2,854	91%
First floor Rare Books Room - Room 111	58	284	89%
First floor English Room - Room 110	64	356	96%
First Floor - Leigh Scott Room	21	110	95%
Basement compactus - to be removed - Room B09	40	184	86%
ERC Level 2 Compactus - Special Collections uncatalogued collections	148	766	80%
TOTAL	1,534	8,636	90%
NON-SHELF STORAGE:			
<ul style="list-style-type: none"> • 1 plan cabinet • 16x4 drawer filing cabinets • 9 boxes of woodcuts and print blocks • 3 small trolleys of unshelved materials • 2 microform cabinets 			

12. BRUNSWICK STORE

Non-Periodical Collection Items	Shelving (m)	Empty Shelving Remaining (m)	Space Remaining (%)
246,390	15,919 m	5817 m (Nov 2012)	36.5%

The Library Store has been transferred through a variety of locations since its establishment in 1992 and is currently located at 66 Dawson St, Brunswick. The Store was established to supply overflow storage for the University branch libraries. The Brunswick Store is primarily used to store monograph items which need quick retrieval to the University system and low use collection items that require specialized assistance to identify for retrieval, particularly East Asian collections.

In 2011, the Store underwent major renovations with the establishment of an additional floor and an increase of 75% (7 km) in storage space. The Store has used double shelving to increase shelving density in various sections. Thirty percent of the Store space is occupied by items in running number sequences. More recently, the Store has been used for specific collections, notably the Engineering, Australiana, Research Folio and VHS video collections as well as East Asian. The Store is also now accepting collections in larger batches which can be sequentially shelved and retain their original classification number.

The Brunswick Store also provides storage space for University Archives materials and the Visual Arts Library as well as storage for Property and Campus Service records.

Collection	Shelving (m)	Shelving Used(m)	Empty Shelving Remaining (m)
Ground floor : Zone 1	6151	4355	1796
Ground floor : Zone 2	2908	1991	918
First floor : Zone 1	4793	1947	2846
First floor : Zone 2	2067	1811	256
TOTAL	15,919	10,102	5817

Collection Storage Data : Dawson St Store November 2012

Major Collections	Space Used (m)	Space Used(%)
Store East Asian (incl. P series)	1810	18%
Store Q Series	1682	17%
Archives	983	10%
Store S series	748	7%
Store Numbered Batches	748	7%
Store AB	742	7%
Store B	663	7%
Store Engineering	523	5%
Store Media	486	5%
Store F Series	466	5%
Store X Series	185	2%
Elizabeth Murdoch (Arts Library)	167	2%
Store Law	100	1%
ERC In Process	91	1%
Other	710	7%

13. BUNDOORA STORE / CARM

Non-Periodical Collection Items	Periodicals (m)	Total Shelving (m)	Empty Shelving Remaining (m)	Space Remaining (%)
Bundoora Store : 124,495 (3,079 m) CARM Shared Store : 74,214	7,947 m	15,129 m	3,632 m (Nov 2012)	24.0%

Collection	Total Shelving (m)	Shelving Used(m)	Empty Shelving Remaining (m)
CARM1 Shared Store	na	3,175	Na
CARM1 Owned Space	996	947	49
CARM2 Owned Space	14,133	10,550	3,583
CARM2 Not Built	4,711		
TOTAL Owned Space	15,129	11,497	3,632

The Bundoora Store is operated by CAVAL for the University of Melbourne Library. The Store is the preferential location for journal collections that have electronic journal equivalents. The Store has excellent scanning facilities for delivering PDF files to users for articles requested from journals.

As well, the Store contains over 100,000 non-periodical items including significantly over 18,000 University theses. Items sent to the Bundoora Store are sent in batches with batch numbers listed in the item or checkin record for easy retrieval. The Library transferred 7,906 m of batched material in 2011, primarily from the Biomedical library redevelopment, Education and Economics move to Giblin Eunson and Science libraries and Engineering library journal collections transfers as part of the ERC redevelopment and 2,324 m of batched material in 2012 to CARM 2 space, primarily from Baillieu library journals transfers and further Education and Science library journals. The Store is also being used to house the VCA Art collection within the Library's space allocation and some material from University of Melbourne Archives in the CARM1 store.

The CARM store received an extensive boost with the development of CARM2 in 2009-2010. As can be seen from the table above, this development extended the total shelving space available to the University of Melbourne considerably over what was available in CARM 1. The Agreement between the University of Melbourne and CAVAL includes the expansion of CARM2 in upcoming years. Further information on holdings in the CARM1 Shared Store are in Section 1.2.4 (Off campus Storage and Retrieval). The total amount transferred to the CARM1 Shared Store represents 4% of the University Library's shelved collections.

Collection Storage Data : Bundoora Store November 2012

Major Collections	Space Used (m)	Space Used of Total Owned Space (%)
Biomedical Serials	1,733	11%
Baillieu Serials	1,685	11%
Science Serials	1,519	10%
Engineering Serials	1,362	9%
Baillieu Monographs	732	5%
Economics Serials	722	5%
Education Monographs	712	5%
Special Collections Theses and Collections	612	4%
Education Serials	588	4%
Baillieu ex-Reference	492	3%
MSLE Serials	228	2%
Earth Science Monographs	192	1%
Archives	152	1%
Economics Monographs	142	1%
Architecture Serials	110	1%
Other	197	1%
VCA Art	319	2%
Remaining Space	3,632	24%
Total Serials	7,947	53%
Total Monographs and Other	3,550	23%
Total	15,129	100%

SECTION 3 : COLLECTION SUBJECT ANALYSIS

The University Library collects extensively in all fields of academic interest. The collections of the University Library managed by the Millennium Library Management System have been arranged in to 113 subject or format categories to provide a more detailed overview of collection distribution, description and growth. In most cases, each category represents a collection of 15,000-25,000 item records to allow comparison of similar sized collections and to provide detailed data at a level at which users can identify their particular field of interest. Periodical collections were reviewed for each periodical location. Dewey classification has been used as the basis for the subject level breakdown in most cases. Several sets also represent non-Dewey arrangements used in the library including Moys for Law items, Harvard Yen-ching and Library of Congress for East Asian items, various methods of classification for audiovisual, music scores, maps and microform collections and alphabetical and other special classification systems for Thesis, McLaren and other collections held in Special Collections.

Information at the item level has been compared to identify location distribution, recent additions to the system, information on formats and item status and numbers of items circulated. MARC level data from the item records for Dawson St Store items in running number sequences was extracted and used to identify Dewey numbers for this important set of material to identify distribution between Store and on-campus locations.

Recommendations made in this part of the document relating to transfers to Store are based on the principle of “one item in – one item out” to ensure that collections do not exceed shelving capacity. Material may be able to be transferred to other locations which will enable different collections to grow at different rates on campus and therefore not require Store transfers at the indicated rate. For example, transferring the health services collection from Baillieu library to Biomedical library in exchange for life science journals with electronic versions available transferring to Store could result in a transfer of space allocated to those books to other subject fields in the Baillieu library and reduce the requirement to move material to Store. All collection transfers to Store are subject to a period of academic consultation and approval of the Director of Collections.

Although Store recommendations have been made at a subject level in these reports, projects are usually performed across a broad part of the collection in an individual library or at an area of particular stress of running out of shelving space so that it is not necessarily expected that the numbers of items involved in a particular project would match the numbers in the recommendations. The recommendations are made to indicate the volume of material required to be moved to match incoming new item growth requirements.

1.1 METHODS : DATA USE IN THE SUBJECT REPORTS

DATA

All Millennium item records were extracted to Excel through the Millennium Administration reporting module over the period 20th June 2012 to 9th July 2012. A problem that appeared through merging of data from the Store and CARM locations required re-extraction of data for those locations on 14th August 2012. All data files used for the subject and branch analyses are available at

Library shared drive. COLLECTION MANAGEMENT\Operational Planning\Collection Management Plan 2012\Collection analysis

Checkin data was extracted for the periodical collection reports in December 2012. The Checkin State field was used to identify continuing and closed periodicals. Periodicals with a State of Current were checked for closed holding data and multiple checkin records for individual titles. Item record data for periodicals collections was excluded from the subject reports as item level identification of periodical collections is highly variable across collections and is not indicative of volumes held. Instead, an estimate was made of the length of material in periodical collections through a separate process of collection measurement and checkin data has been used to estimate the number of titles held.

However, it is known that there are older closed periodicals held in periodicals collections that do not have checkin records attached. This has been the subject of various collection projects since the introduction of Millennium to improve periodical records in the catalogue. Information on individual titles covered by checkin records held in locations covered in sets 98-110 is available from :

Library shared drive. COLLECTION MANAGEMENT\Operational Planning\Collection Management Plan 2012\Collection analysis\all print serials 2013.xlsx

Most of the information relating to circulation and item locations refers to material in those locations at the time of data extraction. However, changes made to collection locations in the second half of 2012 have been reflected in estimated alterations to certain figures for research and architecture collections to reduce confusion in the distribution of current material in 2013. All numbers have been rounded to the nearest 10, except for the overall number of items in each set which has been rounded to the nearest 50. All collection item counts include items with all statuses including missing and lost and paid, except for the item counts for non-circulated items since 2000 in branches which have missing, lost and paid, non-circulating and library use only items excluded.

A set of data was also extracted for items using the Internet Resource location code which is used for electronic resource links. At the time there were 435,210 items using this location code. Most of the item records in the Internet Resource location were relatively new. There were 1,630 items created prior to 2008, 3,320 items created in 2008, 2,010 items created in 2009, 7,070 items created in 2010, 176,980 items created in 2011 and 244,200 created in 2012 up to 2nd July. Electronic collections were out of scope for the plan other than to mention their rapid growth and replacement of other formats. Additionally, no Dewey level subject classification was available for this set.

SUBJECT CATEGORIES

Categories were chosen to attempt to create sets of approximately 20,000 items in each subject classification based set. Several of the literature sets are significantly larger than this amount and the music scores sets are also significantly larger. This set size was selected as a reasonable size to match the size of departmental collections for fields such as Earth Sciences, Physics, Botany and Performing Arts. It is also roughly equivalent to the item numbers in the Burnley, Creswick and Dookie library and the Maps collection. Sets were kept at consistent sizes to allow meaningful comparison between units and to ensure that no single field was treated as less significant than any other.

Some of the subject sets include non-sequential parts of the Dewey system to create a set of similar subject content that was large enough for the analysis. Set 44 in particular is unfortunately a grouping of dissimilar subject areas remaining in the Dewey 600's sequence however has important content for a variety of faculties including Engineering, MSLE, Education and Science. In general, the size used for the subject sets, which is equivalent to 100-150 bays of books, allowed the creation of subject sets that matched most departmental and discipline groups represented at the University of Melbourne.

It should be pointed out that the allocation of items to a particular subject area is entirely based on the classification used in the item call number and does not reflect the total amount of items held in that subject field in the Library. This is impossible to determine due to the use of non-Dewey classifications across the library and especially affects Cultural Collections, East Asian and Law collection percentages in the collection distribution tables. Specifically Cultural Collections figures are not a true representation of their percentage held of any particular subject category as fifty percent of the collections are classified using non-Dewey formats (as shown in Table 2.8).

LOCATIONS

Each location code used in Millennium item records was assessed and assigned to one of fourteen category grouping. Several categories were then combined for reporting in the document, however information on individual location codes or other groups can be extracted from the original data tables if required. The aim in selecting location code groups was to provide data at a level where each group was significantly sized for collection analysis or where inclusion of a group within another category would interfere with analysis (maps and textbook collections). Data for individual libraries in the Biosciences and MSLE category can be extracted from the analysis spreadsheets if required. A breakdown of library data for the Agriculture category has been provided for MSLE libraries and for the Veterinary Science libraries in the Veterinary Science category.

Collection location codes were assigned to places rather than to organizational "owners" of material. This impacts particularly on Cultural Collections, East Asian and ERC which store significant parts of their collection in the library Stores. Those collections have been included in the Store amounts.

Location codes included in the categories are any collection labels beginning with :

ABP (Architecture, Building and Planning) : Archit / ERC Archit

Baillieu : Bail (excluding Bail EA, Bail SpC)

Biosciences : BioMed, Vet P, Vet W

CARM : vcarml location code in Millennium

Cultural Collections : Bail SpC, Archives, Grainger

East Asian : Bail EA

ERC : ERC (excluding ERC Archit, ERC Maps)

Giblin Eunson : Giblin Eunson (excluding Giblin Eunson TB)

Giblin Eunson Textbook : Giblin Eunson TB

Law : Law

Lenton Parr : Lenton Parr

Louise Hanson-Dyer : Music

Maps : ERC Maps

MSLE (Melbourne School of Land and Environment) : Burnley, Cres, Dookie

Store : Bund, Store, Old Quad Ref

Not circulated items only

Research (Branch) : Bail (900-999 ex-ERC B), Bail B, Bail AB, BioMed H B, ERC B, Giblin Eunson B, Music (780-789 ex-ERC B)

1.2 BRANCHES AND STORES SUMMARY

Overall, for non-periodical subject categories which contribute material to Store or CARM, the average percentage of items held in Store/CARM is currently 22% of these collections. On the basis of item numbers the non-periodical items in the library stores represent 16.2% of the catalogue items included in this analysis, which includes various subject collections that do not transfer items to Store (Table 2.3). Education, Economics, Engineering, East Asian and some physical sciences have the highest level of material in Store/CARM. Life sciences, medicine, arts, architecture, music, history, philosophy, languages and religion have the lowest levels of material in Store/CARM.

From the figures presented in the periodical sets (Set 98-110) it is estimated that Store contains 44% of the Library periodicals collections (8,670 m in Store of 19,884 m overall for Periodicals collections). Overall, on the basis of shelved metres of material, the Stores hold 28% of University Library shelved collections (Table 2.1).

On the basis of shelved metres of material, 4% of library collections have been transferred to CAVAL ownership for holding in the CARM₁ consortium collection. On the basis of item numbers the CARM catalogued items represent 3.2% of all catalogue item records included in this analysis. There was a change in policy for CARM transfers where item records were deleted from the Millennium system therefore the CARM numbers do not represent all transfers to CARM.

Subject Area	Classes	Sets	Number of Items	Branches/ Cultural Collections	Store/ CARM	On Campus %	Store/ CARM %
Information technology, Bibliography and Publishing	000s	1-2	44400	26830	17570	60%	40%
Philosophy and Psychology	100s	3-5	56750	47735	9350	84%	16%
Religion	200s	6-8	50000	43640	6180	87%	12%
Social Science and Political Science	300-329, 390s	9-15	160350	129650	30970	81%	19%
Economics and Industries	330s, 380s	16-20	121850	79095	42490	65%	35%
Law	340's & Moys	21-25	139550	123080	16470	88%	12%
Social Services and Health Services	350-369	26-28	71350	50170	20930	70%	29%
Education	370-379	29-32	78900	46540	32780	59%	42%
Languages	400s	33-34	51000	45140	5860	89%	11%
Physical Sciences	500-559	35-40	111150	82270	29270	74%	26%
Life Sciences	560-599	41-43	58000	49730	8270	86%	14%
Medicine	610-619	45-48	83300	72970	10300	88%	12%
Technology, Engineering, Building and Construction	600-609,620-629,640-649,660-699	44,49-50	68850	38570	30500	56%	44%
Agriculture, Forestry and Veterinary Science	630-639	51-52	43900	37750	6150	86%	14%
Business, Management and Marketing	650-659	53-54	35650	26555	9095	74%	26%
Arts, Visual Arts	700-709,730-779	55-56,60-62	91050	81245	9575	89%	11%
Architecture and Planning	710-729	57-59	49050	43200	5840	88%	12%
Music	780-789	63-64	52390	46350	6300	88%	12%
Performing Arts, TV and Cinema, Sport	790-799	69-70	41050	33940	7110	83%	17%
Literature	800s	71-80	267650	207040	60610	77%	23%
History and Geography	900s	81-88,93-95	198800	171470	27330	86%	14%
East Asian Collections	East Asian	89-92	129600	80170	49430	62%	38%
TOTAL*			2004590	1563140	442380	78%	22%

Table 3.1.1 : Summary of Item holdings for non-periodical locations contributing to Store/CARM

* Note that some non-periodical subject collections have been excluded from the table above. These include the Music Score and Audiovisual collections of Lenton Parr and Louise Hanson-Dyer Music Library, non-Dewey Maps collection, the microforms collections, the thesis collections and the McLaren and non-Dewey collections for Cultural Collections. This has been done to make the total average a more appropriate figure for comparing collections primarily made up of print items that would be considered for transfer to Store.

STORE/CARM PERCENTAGE

Store percentages are a summation of items held in Bund, Store AB, Store B, Store Eng and other Store location codes. Fifteen percent of the items (18,600 items) in the general Store location code had no Dewey classification available to code to a particular subject category. This component was therefore increased by 15% in all subject categories to account for these items.

CARM percentages refer to the number of item records that are recorded on Millennium as transferred to CARM shared ownership. Items stored in the University of Melbourne owned component of the CARM store (UniM Bund) are included in the Store amount. Twenty percent of the total number of items held in the CARM location code in Millennium have no classification data in the call number field (15,190 items). Therefore, all CARM amounts for each subject category have been increased by 20% to account for this material.

Some collections held in the Library Stores are not managed through the Millennium Library Management System. This includes Archives material, Property and Campus Services files and art materials of the VCA. This material is obviously not included in the subject category analysis, however is included in the Store space analysis.

1.3 COLLECTION GROWTH RATES SUMMARY

Item number collection growth over the entire collection is currently occurring at approximately 2% annually for non-periodical collections. As discussed in Section 2.2, due to the size of the collection a 2% collection growth rate approximates to 100,000 new items over a two year period or 500,000 new items in a decade. A 2% subject area collection growth rate also means a 4% growth rate for collections in library branches with a significant component at Store as can be seen from the growth rate for Giblin Eunson collections in Table 2.3 As can be seen from the table below, new item growth is continuing at between 1 and 6% for individual subject areas of the library. The 5.7% expansion in Lenton Parr and Louise Hanson-Dyer Music audiovisual collections and the 4.3% expansion in the 790-799 range is quite high and is partially due to special projects occurring on DVD collections.

It can be seen that all areas require constant maintenance to keep collections within non-expanding collection spaces within the branch libraries. A constant program of transfers to Store as well as overall Store or Library expansion is required to meet these growth requirements.

Subject Area	Classes	Sets	Number of Items	New items (2010-2012)	Annual Growth Rate %
Information technology, Bibliography and Publishing	000s	1-2	44400	1130	1.3%
Philosophy and Psychology	100s	3-5	56750	2130	1.9%
Religion	200s	6-8	50000	1110	1.1%
Social Science and Political Science	300-329, 390s	9-15	160350	7100	2.2%
Economics and Industries	330s, 380s	16-20	121850	3290	1.4%
Law	340's & Law	21-25	139550	7560	2.7%
Social Services and Health Services	350-369	26-28	71350	3110	2.2%
Education	370-379	29-32	78900	5270	3.3%
Languages	400s	33-34	51000	2850	2.8%
Physical Sciences	500-559	35-40	111150	3360	1.5%
Life Sciences	560-599	41-43	58000	1910	1.6%
Medicine	610-619	45-48	83300	5530	3.3%
Technology, Engineering, Building and Construction	600-609,620-629,640-649,660-699	44,49-50	68850	2440	1.8%
Agriculture, Forestry and Veterinary Science	630-639	51-52	43900	1780	2.0%
Business, Management and Marketing	650-659	53-54	35650	2470	3.5%
Arts, Visual Arts	700-709,730-779	55-56,60-62	91050	4960	2.7%
Architecture and Planning	710-729	57-59	49050	2400	2.4%
Music	780-789	63-64	52390	1620	1.5%
Music Scores		65-66	95650	6810	3.6%
Audiovisual collections (Lenton Parr and Louise Hanson-Dyer)		67-68	43800	6050	6.9%
Performing Arts, TV and Cinema, Sport	790-799	69-70	41050	3550	4.3%
Literature	800s	71-80	267650	9060	1.7%
History and Geography	900s	81-88,93-95	209100	4790	1.1%
East Asian Collections	East Asian	89-92	129600	5880	2.3%
Microforms collections		96-97	32110	na	na
Thesis collections		111	35400	1980	2.8%
Special Collection		112-113	60880	6450	5.3%
Non-Dewey collections					
TOTAL			2,282,730	104590	2.3%

Table 3.1.2 : Item growth from July 2010 to June 2012 for University of Melbourne non-periodical library collections by subject area

ITEM GROWTH DEFINITION

New item records created between 21 June 2010 and 20 June 2012 for all non-periodical locations were extracted as a set in each subject category for further analysis to provide a two year set of new items and determine a growth rate for physical collections. Items with publication dates pre-dating 1990 were

excluded from analysis in all sets except for the total new item counts for Cultural Collections, Lenton Parr and Louise Hanson-Dyer Music libraries. This was done to reduce the impact of retrospective addition of records for pre-existing collections on the determination of growth rates. The full new items list was checked for items in series and serial records that are allocated a pre-1990 publication date in the bibliographic record date field but had a post-1990 publication date or a high volume number in the item's volume field. These records were then included in the growth rate calculation.

Location distribution of the new item records was then used to identify where new growth could be expected in future years. In many of the subject categories, this has been discussed in relation to the amount of space remaining in the primary locations receiving new items, as identified from the space analysis project.

The amount of growth over the next six years was calculated by simple extrapolation from the two year figure although in some cases, a reduced figure was used to make allowance for expected increases in e-book purchases. Also, where the growth figure seemed to be exceptionally high or low, checks were made of item counts over previous years to determine whether the growth rate would likely be sustained.

A summary of the new items by branches and collections is provided in Section 1:2.2 (Collection Growth). Note that the total of new items created in Table 3.1.2 differs from that in Section 1:2.2. This is due to the partial inclusion of Cultural Collections items in each set in the Collection Subjects assessment. In Section 1:2.2 all Cultural Collections new items received in the analysis period were treated separately. In this section, items from Cultural Collections dewey collections have been included if they are published from 1990 onwards, as per the definition used for new items. There are also some High Use collection items included in the Section 1:2.2 assessment that do not fit into any subject category in this assessment as they are classified with non-Dewey classification such as subject readings. These are in Set 114 (Other Items) but were not included in the new items determination.

1.4 ITEM CIRCULATION SUMMARY

Item circulation counts were measured across the last two years (last checkin date June 21 2010-June 20 2012) and last five years (last checkin date June 21 2007-June 20 2012) for each set. Item circulation is not the same as total circulation, as an item is only included once if it has circulated at least once. Many items circulate more than once per year so total circulation is far higher than the figures presented. Total circulation is rather irrelevant for collection management as it mainly reflects the number of items included in High Use short term loan collections. The percentage of items circulated is as a total of all items in the set including items that are in not for loan collections, including those in Cultural Collections. This has skewed the totals for some collection areas including Law, Music and East Asian which have large non-loan collections. The Law total item count includes the Law Reports and Legislation collections. The Music collection includes the Louise Hanson-Dyer Collected Editions collection and the East Asian collection total includes the Special Collections East Asian collection.

Approximately one third of all non-periodical collection items circulated in the last five year period. In terms of individual items circulated as a percentage of all items, high circulation areas include social

science and politics, philosophy and psychology, business, architecture, TV and cinema and the Lenton Parr and Louise Hanson-Dyer Music audiovisual collections.

A count was also performed for items in branch circulating collections which had not circulated since 2000 as a definition of low use items. Collection areas with levels of low use items in circulating branch collections of approximately 30% or higher are shown below in Table 3.1.3.

Church history, Christian Churches	38%	French Literature	39%
Other religions	40%	Italian, Spanish and Greek Literature	31%
Law Moys KL-KM	32%	Other Language Literature	34%
Law Moys KN-KZ	31%	History, Voyages etc.	32%
Other Languages	39%	Ancient History	34%
Botany	31%	German and French History	47%
Agriculture, Forestry, Horticulture	29%	Other European History	42%
Lenton Parr Scores	35%	East Asian 0000-3999	29%
German Literature	44%	South & Central Asia, Middle East, Africa	30%

Table 3.1.3 : Subject sets with items in circulating branch collections not circulated since 2000 of approximately 30% or higher.

Most of the low circulation material was in the Research collections for these areas except for Law, Botany, Agriculture, Scores and East Asian. A high level of non-circulating collection may be necessary due to the nature of the discipline such as history, however a combination of continuing collection growth and high levels of non-circulating items is difficult for the library to maintain when on campus library space is not expanding. The library continues to seek to work with academics to identify suitable material in low circulation areas that is appropriate for off campus storage.

Subject Area	Number of Items	Items circulated Jun 2007- Jun 2012	Items circulated %	Not circulated since 2000 in Branches	Items not circulated %
Information technology, Bibliography and Publishing	44400	9150	21%	7070	16%
Philosophy and Psychology	56750	29740	52%	7260	13%
Religion	50000	15640	31%	17000	34%
Social Science and Political Science	160350	78600	49%	20610	13%
Economics and Industries	121850	38010	31%	17150	14%
Law	139550	31860	23%	20530	15%
Social Services and Health Services	71350	25930	36%	10080	14%
Education	78900	31730	40%	4030	5%
Languages	51000	20090	39%	13980	27%
Physical Sciences	111150	34660	31%	20380	18%
Life Sciences	58000	18610	32%	12960	22%
Medicine	83300	35300	42%	17480	21%
Technology, Engineering, Building and Construction	68850	23450	34%	7400	11%
Agriculture, Forestry and Veterinary Science	43900	14670	33%	11150	25%
Business, Management and Marketing	35650	17820	50%	2160	6%
Arts, Visual Arts	91050	39060	43%	18370	20%
Architecture and Planning	49050	25090	51%	6900	14%
Music	52390	18180	35%	3710	7%
Music Scores	95650	37000	39%	29120	30%
Audiovisual collections (Lenton Parr and Louise Hanson-Dyer)	43800	22530	51%	1530	3%
Performing Arts, TV and Cinema, Sport	41050	21910	53%	4470	11%
Literature	267650	78550	29%	66990	25%
History and Geography	209100	61770	30%	58280	28%
East Asian Collections	129600	19100	15%	22270	17%
Microforms collections	32110	na			
Thesis collections	35400	na			
Special Collection Non-Dewey collections	60880	na			
TOTAL	2,282,730	748450	33%	400880	17%

Table 3.1.4 : Summary of Item Circulation by Subject Field for 2007-2012 and Items in Circulating Collections that have not Circulated since 2000

NON-CIRCULATED ITEMS SINCE 2000 DEFINITION

For each subject set, two counts were made for items that have not circulated since 2000 as a definition for low use items. The first count were for items that had not circulated and the item record was created prior to 2009. The second count were for items that had not circulated and the item record was created prior to 2000.

All items that had no last check-in date (i.e. not circulated since beginning of Millennium implementation in January 1996) or a check-in date prior to January 1 2000 were collected into a set. Items were then excluded if it had :

- a Store location
- a Cultural Collections location
- another non-circulating branch location codes such as Reference or Library Use Only collections
- been suppressed from public display (i.e. not presented in the catalogue)
- a status of not for loan, library use only, missing, billed or lost and paid
- been created after December 31 2008 (i.e. a new item) [Count 1]
- been created after December 31 1999 (i.e. item presented in the catalogue for the entire period since 2000) [Count 2]

INDIVIDUAL REPORTS

GENERALITIES, PHILOSOPHY, PSYCHOLOGY AND RELIGION (001 – 299)

1. INFORMATION TECHNOLOGY, RESEARCH AND LIBRARIES

Dewey : 001-007, 020-029

Total items	Items Circ last 2 years	Items Circ last 5 years	Growth last 2 years
23,800	4,200 (18%)	6,800 (29%)	750 (1.5% per year)

This area covers computer and communications technology, research and communication in general, the activities of libraries and archives. The library has extensive collections of annual reports of other libraries and serials in library fields that are included. These are housed in the Store Australiana and Archives collections primarily. A relatively high percentage of material in this field is held in store due to library science not being directly related to teaching areas of the University and information technology items in the Store Engineering collection.

ERC has the most extensive information technology collection while Baillieu and Giblin Eunson have strong collections in research, library science and children's literacy (028).

Branches	47%	Cultural Collections	6%	Total	53%
Store	35%	CARM	12%	Total	47%

ERC	5,030	21%
Baillieu	3,450	15%
Cultural Collections	1,460	6%
Store	8,220	35%
CARM	2,960	12%
Other	2,680	11%

Branch Items not circulated 2000 onwards	2,250	9%
Research (Baillieu)	1,160	5%
ERC	430	2%
Baillieu	210	1%
Other	450	2%
Items created pre-2000	1,540	6%

Recommendations

- Low use material from the Baillieu collection is being sent to store in December 2012.
- ERC is the best location for information technology. Baillieu and Giblin Eunson have good collections in library science.
- Continue transferring older low use items to store from all locations.

2. BIBLIOGRAPHY, GENERAL REFERENCE WORKS, MUSEUMS, PUBLISHING, MANUSCRIPTS

Dewey : 010-019, 030-099

Total items	Items Circ last 2 years	Items Circ last 5 years	Growth last 2 years
20,600	1,500 (7%)	2,350 (11%)	380 (1% per year)

This area covers primarily general bibliographies, general serials and publishing. The Baillieu library has a collection of works on museum studies. The research collection has extensive bibliographies, including superseded editions of reference works that were housed in the Baillieu reference collection and encyclopaedia sets. Most of this material has been replaced by electronic library catalogues and databases. Most Special Collection items are volumes of serials in the BX collection. Bibliographies for specific subjects (016.1-016.9) have been allocated to the appropriate subject set and are not included in this set. The Research collection for this field occupies 53 bays which is more extensive than the Millennium item count suggests, possibly due to encyclopaedias being larger than general books and items in series being represented only by serial check-in records in the system.

It is a relatively low growth area with half of the growth being books in the publishing and museums fields (069 and 070s).

Branches	46%	Cultural Collections	23%	Total	69%
Store	30.5%	CARM	0.5%	Total	31%

Baillieu	8,800	43%
Cultural Collections	4,800	23%
Store	6,190	30%
Other	810	3%

Branch Items not circulated 2000 onwards	4,820	23%
Research (Baillieu)	4,550	22%
Baillieu	200	1%
Other	70	0.3%
Items created pre-2000	3,010	15%

Recommendations

- Integrate Baillieu and Research (Baillieu) collections in next 5 years
- The Research collection contains large numbers of bibliographies, encyclopaedias and general serials with no circulation recorded.
- Increase store component to 45% by transferring up to 3,000 low circulation Research items prior to Baillieu integration. This will provide room for the Baillieu collection to be integrated.
- Items in the publishing and museum studies areas are well utilised and should be retained in branches.

3. PHILOSOPHY, ETHICS, OCCULT

Dewey : 100-129, 133-134, 138-149, 160-179

Total items	Items Circ last 2 years	Items Circ last 5 years	Growth last 2 years
19,050	7,600 (40%)	10,850 (57%)	830 (2% per year)

The philosophy collection mainly supports the Faculty of the Arts and the collection is stored primarily in the Baillieu library. There are also ethics collections relevant to particular disciplines in other libraries. Most of the new growth is occurring in the Baillieu and Biomedical library collections.

Item circulation is relatively strong in this field. The Store component is approximately half of the average for all collections. There are relatively few multi-copy purchases.

Branches	85%	Cultural Collections	4%	Total	89%
Store	10%	CARM	2%	Total	12%

Baillieu	13,820	73%
Biosciences	800	4%
Giblin Eunson	750	4%
Cultural Collections	750	4%
Store	1,810	10%
Other	1,120	5%

Branch Items not circulated 2000 onwards	2,350	12%
Research (Baillieu)	2,020	11%
Baillieu	210	1%
Other	120	0.5%
Items created pre-2000	1,200	6%

Recommendations

- Transfer selected business ethics books from Baillieu to Giblin Eunson collection.
- Consider Giblin-Eunson, Biosciences and other branches older items for storage.
- Baillieu library should remain the primary location for philosophy material.
- Improve Baillieu library shelf utilisation rate by increasing Store percentage to 20% through transferring 2,700 items to Store, mainly from non-circulating items.
- Need to cater for Baillieu and Biomedical library growth in general philosophy and bioethics

4. PHILOSOPHY SYSTEMS AND SCHOOLS, INDIVIDUAL PHILOSOPHERS

Dewey : 180-199, 921

Total items	Circ last 2 years	Circ last 5 years	Growth last 2 years
14,600	4,550 (31%)	6,720 (46%)	240 (1% per year)

This subject area covers both ancient philosophers such as Aristotle and Plato and modern philosophers such as Kant, Foucault, Nietzsche and Popper. The University library has strong collections in all areas of philosophy, both Western and Eastern approaches. The majority of items are held in the Baillieu library as part of the main or research collection. Compared to general philosophy and ethics, this field is growing slower. There is a relatively high component of non-circulating items in the research collection. Maintenance of a steady state will require the transfer to store of 400-600 items every five years. This could be achieved from non-circulating books in the Research collection to provide growth space over the next two decades.

Branches	86%	Cultural Collections	3%	Total	89%
Store	10%	CARM	2%	Total	12%

Baillieu	11,800	82%
Cultural Collections	510	3%
Store	1,470	10%
Other	820	5%

Branch Items not circulated 2000 onwards	3,240	22%
Research (Baillieu)	3,030	21%
Baillieu	200	1%
Other	10	--
Items created pre-2000	1,770	12%

Recommendations

- As per Section 3 recommendations.
- Increase Store percentage to 20% by transferring 1,200 additional items to Store from non-circulating items in the Research (Baillieu) collection.

5. PSYCHOLOGY

Dewey : 130-131, 136-137, 150-156, 158-159

Total items	Items Circ last 2 years	Items Circ last 5 years	Growth last 2 years
23,100	7,430 (32%)	12,170 (53%)	1,060 (2% per year)

Although the School of Psychology is administered by the Faculty of Medicine, Dentistry and Health Sciences, the core collections for the discipline are in the Baillieu and Giblin Eunson collections. The psychology collection has been retained in the Baillieu collection since the discipline was historically in the Arts faculty and still teaches in the Bachelor of Arts. The Biosciences library collection is relatively small. Some older items have been transferred to store but there is still a sizable number of older items in the Baillieu and Research library collections. The collection is quite actively circulated. Most new growth is in the Baillieu, Giblin Eunson and Biomedical libraries.

The quantity of material in store is close to the collections average. Regular transfers to store of items from the Research, Baillieu, Biosciences and Giblin Eunson collections are required to cater for growth. Around 2,000-3,000 items should be considered for store in the next five years.

Branches	76%	Cultural Collections	1%	Total	77%
Store	20%	CARM	3%	Total	23%

Baillieu	10,400	45%
Giblin Eunson	5,100	22%
Biosciences	980	4%
Store	4,720	20%
Other	1,900	9%

Branch Items not circulated 2000 onwards	1,670	7%
Research (Baillieu)	1,080	5%
Baillieu	290	1%
Biosciences	140	1%
Other	160	1%
Items created pre-2000	920	4%

Recommendations

- Remaining non circulating items could cover 3 years of growth, however non-circulating items in the Gibson Eunson library have already been transferred to store. Consider the non-circulating items for storage and other older Baillieu library collection items.
- The Giblin Eunson collection needs regular review to maintain it at a steady state.
- Collections held in MSLE libraries and the ABP library are relatively old and not strongly related to the core collection requirements of those libraries and could be considered for storage to reduce collection pressure.
- The Lenton Parr collection can be assessed against last check-in date and duplication with other collections for relevant items for storage.

6. RELIGION, CHRISTIANITY

Dewey : 200-269

Total items	Items Circ last 2 years	Items Circ last 5 years	Growth last 2 years
17,300	3,170 (18%)	5,640 (33%)	340 (1% per year)

Most of the collection in this field is housed in part of the Baillieu library, either in the main, research or Special Collections. The collection primarily supports research and teaching in the Arts faculty. This field is also supported by the collections of the Trinity College Library at the Theological School.

This section of religion has collections in store at around the average for all collections. It has a relatively low growth rate but a fairly high percentage of non-circulated items. It is also occupying shelves near the fast growing social sciences area in the Baillieu library. Shelving occupancy for this field is between 95-100% in the Baillieu collection and 90% in the Baillieu Research collection. Most new growth goes to the Baillieu collection.

Branches	72%	Cultural Collections	9%	Total	81%
Store	16%	CARM	2%	Total	18%

Baillieu	11,900	69%
Cultural Collections	1,590	9%
Store	2,840	16%
Other	970	5%

Branch Items not circulated 2000 onwards	4,330	25%
Research (Baillieu)	3,950	23%
Baillieu	340	2%
Other	40	--
Items created pre-2000	2,260	13%

Recommendations

- Integration of Baillieu and Baillieu Research collections over the next five years
- Send to store 1,000 items (6%) to provide growth for the next six years. Reducing shelving occupancy to 85% requires a further 10% transfer to Store (combined total of 2,200 items). Most of the non-circulating branch items are in the Baillieu Research collection. Consider these titles for storage.
- Possibly consider additional transfer to store to create space for growth in Psychology and Social Sciences collection areas which are growing at a much faster rate with higher usage.

7. CHURCH HISTORY, CHRISTIAN CHURCHES

Dewey : 270-289, 922

Total items	Circ last 2 years	Circ last 5 years	Growth last 2 years
13,000	1,750 (13%)	3,400 (26%)	260 (1% per year)

Most of the collection in this field is housed in part of the Baillieu library, either in the main, research or Special Collections. This particular area has a lower than average percentage in off campus storage, a relatively low growth rate (1 bay every two years) and a high percentage of non circulating items, virtually all in the Baillieu Research collection. It has been growing at around 500 items every four years since the mid-1990s.

Shelving utilisation rates are at 90% in the Research collection and 95-100% in the Baillieu collection. It is also characterised by having some lengthy series such as *English recusant literature, 1558-1640* and *Patrologiæ cursus completes*.

Branches	81%	Cultural Collections	6%	Total	87%
Store	12%	CARM	1%	Total	13%

Baillieu	10,490	80%
Cultural Collections	780	6%
Store	1,550	12%
Other	180	1%

Branch Items not circulated 2000 onwards	4,880	38%
Research (Baillieu)	4,580	35%
Baillieu	280	2%
Other	20	--
Items created pre-2000	2,950	23%

Recommendations

- Integration of Baillieu and Baillieu Research collections over the next five years.
- Send to store 600 items (5% of total collection) to provide growth space for six years. A further 15% reduction is required for the Baillieu and Research collection to bring the current shelf utilisation to 80-85%. This is a combined total of 2,150 items (16% of total collection) which would bring Off Campus Storage to around 30% of the collection.
- Consider Baillieu Research and low use Baillieu items for storage which have not circulated.
- Many of these items are in large monograph series which should not be split up between branches and storage.

8. OTHER RELIGIONS (INCLUDING ISLAM, JUDAISM AND BUDDHISM)

Dewey : 290-299

Total items	Circ last 2 years	Circ last 5 years	Growth last 2 years
19,700	4,160 (21%)	6,600 (33%)	510 (1% per year)

The bulk of the collection in this field is housed in part of the Baillieu library, either in the research or main collection. The collection supports research and teaching in the Faculty of Arts, particularly the Asia Institute. The Islamic and Judaism collections are extensive. This area has one of the lowest percentages in off campus storage. The Islamic collection has grown extensively over the period from 2000 onwards with most material added to the Research collection. Approximately half of the collection has publication dates from 1990 onwards.

The shelving utilisation rate is 80% in the Research Collection (due to two empty bays at the end of the sequence) and 97% in the Baillieu main collection. The size of the on campus component of this collection affects the storage area for the rapidly growing Social Sciences fields. There are 200 item collections at Giblin Eunson and Lenton Parr/Music.

Branches	91%	Cultural Collections	2%	Total	93%
Store	7%	CARM	<0.5%	Total	7%

Baillieu	17,210	87%
Store	1,410	7%
Other	1,080	4%

Branch Items not circulated 2000 onwards	7,790	40%
Research (Baillieu)	7,390	38%
Baillieu	360	2%
Other	40	--
Items created pre-2000	2,380	12%

Recommendations

- Integration of Baillieu and Baillieu Research collections over the next five years.
- Send to store 1,500 items (8%) to provide for six years growth and a further 1,000 items from the Baillieu collection to bring shelving utilisation to 80-85%. This is a combined total of 2,500 items (12.5% of collection) bringing Off Campus Storage to 20%.
- Consider other older items from branches for storage.
- Do not break up multi-volume works when transferring material to store.

SOCIAL SCIENCE AND POLITICS (300 – 329, 390-399)

9. SOCIOLOGY, CITIES AND TOWNS, SOCIAL STATISTICS

Dewey : 300-301, 307, 310-319

Total items	Items Circ last 2 years	Items Circ last 5 years	Growth last 2 years
20,650	6,600 (32%)	9,300 (45%)	850 (2% per year)

The collection supports teaching and research particularly in Faculty of Arts(sociology) and Architecture, Building and Planning, especially urban planning. The Giblin Eunson collection is strong in items relating to social research. The 310-319 section covers social statistics including the Yearbook collections for Australia and Victoria. The percentage of material in off campus storage is close to the average for all collections, as is the percentage of non circulated material in branches.

The number of items circulated in the past five years is comparatively high. Shelving utilisation is 90% in Baillieu, Research and Giblin Eunson collections and 80% in ABP.

Branches	72%	Cultural Collections	4%	Total	76%
Store	17%	CARM	7%	Total	24%

Baillieu	9,390	46%
ABP	2,910	14%
Giblin Eunson	1,550	7%
Store	3,530	17%
CARM	1,370	7%
Other	1,900	10%

Branch Items not circulated 2000 onwards	2,810	14%
Baillieu Research	1,930	9%
Baillieu	480	2%
ABP	120	0.5%
Other	280	1%
Items created pre-2000	1,590	8%

Recommendations

- Integration of Baillieu and Research (Baillieu) collections within five years
- ABP collection must be reduced to fit within new library location – examine duplication with other collections
- Increase off campus storage to 35% by transferring 2,300 items which would provide six years growth.

10. SOCIAL SCIENCES (SOCIAL PSYCHOLOGY, COMMUNICATION, MEDIA, URBAN ECOLOGY, DEVIANCE)

Dewey : 302-304

Total items	Items Circ last 2 years	Items Circ last 5 years	Growth last 2 years
22,300	9,510 (43%)	13,390 (60%)	1,360 (3% per year)

The collection covers a broad range of social topics such as immigration, media and communication, social change, terrorism and human ecology. The collection is mainly in the Baillieu and Giblin Eunson libraries with shelving utilisation at 90% in both libraries, although Giblin Eunson has expansion space nearby. The collection is highly utilised with one of the highest percentages circulated in both the last two and five years. The percentage in off campus storage is a little lower than in the general sociology section reflecting possibly changes in the Dewey classification which pushed more subjects from 300-301 to 302-306 since the 1980's. The older relevant classification numbers were included in this set.

Branches	82%	Cultural Collections	1%	Total	83%
Store	14%	CARM	3%	Total	17%

Baillieu	14,180	64%
Giblin Eunson	2,510	11%
ABP	450	2%
Store	3,070	14%
CARM	670	3%
Other	1,420	6%

Branch Items not circulated 2000 onwards	1,660	7%
Research (Baillieu)	960	4%
Baillieu	390	2%
ABP	40	--
Giblin Eunson	30	--
Other	240	1%
Items created pre-2000	1,080	5%

Recommendations

- Integration of Baillieu and Research (Baillieu) collections within five years
- Examine overlap between collections for duplicates
- Low use items in MSLE and Biosciences could be low priority items for those collections
- Increase off campus storage to 35%, mainly from Baillieu and Baillieu Research collections, by transferring 4,000 items which would provide six years growth and would temporarily reduce shelving stress in this area at Baillieu Library

11. SOCIAL SCIENCES (WOMEN, ADOLESCENTS, AGED PERSONS, ANTHROPOLOGY, ETHNOLOGY)

Dewey : 305

Total items	Items Circ last 2 years	Items Circ last 5 years	Growth last 2 years
27,350	10,030 (37%)	15,010 (55%)	1,250 (2% per year)

This area covers items on women's studies, aging, ethnic and minority groups such as Aboriginals, African Americans and Jews, social classes and children, especially strong in the Giblin Eunson collection. The collection is mainly found in the Baillieu and Giblin Eunson libraries. The percentage of material at store is a little lower than the average and the collection is highly circulated. It is also growing at over 500 items a year with 75% of new growth in Baillieu library collections and 15% in Giblin Eunson collections. Shelving utilisation is over 95% in the Baillieu main collection.

The Giblin Eunson collection has already had all low use items relegated to store.

Branches	81%	Cultural Collections	3%	Total	84%
Store	15%	CARM	2%	Total	17%

Baillieu	18,530	68%
Giblin Eunson	2,500	9%
Cultural Collections	730	3%
Store	3,960	15%
Other	1,630	6%

Branch Items not circulated 2000 onwards	2,930	11%
Research (Baillieu)	1,970	7%
Baillieu	820	3%
Other	140	0.5%
Items created pre-2000	1,920	7%

Recommendations

- Integration of Baillieu and Research collections within five years.
- Increase off campus storage to 35% by transferring 5,000 items which would provide six years growth and a further 10% reduction in Baillieu collection bringing shelving utilisation to 85%
- Identify lower use duplicates between Giblin Eunson plus other branches and Baillieu or Baillieu Research collection

12. SOCIAL SCIENCES (CULTURE, INTERPERSONAL RELATIONS, CUSTOMS)

Dewey : 306, 390-399

Total items	Items Circ last 2 years	Items Circ last 5 years	Growth last 2 years
28,300	10,180 (36%)	15,070 (53%)	1,440 (3% per year)

This set includes popular culture, ethnology, political anthropology, slavery, leisure, educational sociology, sociolinguistics, impact of technology on society, sexual customs, family studies, costumes, food habits, folklore and many other social topics. There is some collection in most libraries but most is found in the Baillieu and Giblin Eunson libraries. The Grainger Museum has a folklore collection and the Lenton Parr library has a fashion collection.

The collection circulates highly and also has high growth of over 700 items per year with 74% of new items in Baillieu collections, 8% in Giblin Eunson and 6% in Lenton Parr. Baillieu library added 1,050 items in this area in the past two years. The off campus storage component is 35% lower than the average. There is not a high percentage of non-circulating items but they are concentrated in the Baillieu collections. The Baillieu collection in these areas are using over 95% of shelf utilisation.

Branches	81%	Cultural Collections	5%	Total	86%
Store	11%	CARM	3%	Total	14%

Baillieu	18,610	66%
Giblin Eunson	2,300	8%
Cultural Collections	1,410	5%
Lenton Parr	680	2%
Store	3,230	11%
Other	2,070	7%

Branch Items not circulated 2000 onwards	3,410	12%
Research (Baillieu)	2,340	8%
Baillieu	890	3%
Other	180	--
Items created pre-2000	2,230	8%

Recommendations

- Integration of Baillieu and Research collections within five years.
- Increase off campus storage to 30% by transferring 4,500 items which would provide six years growth. Select items from across all circulating collections.

13. POLITICAL SCIENCE

Dewey : 320-321

Total items	Items Circ last 2 years	Items Circ last 5 years	Growth last 2 years
20,000	6,710 (34%)	9,940 (50%)	800 (2% per year)

The collection supports the teaching of political science in the Faculty of Arts. It is located primarily in the Baillieu library with 81% between the main, research and Special Collections. It has a high circulation rate and grows by 400-500 items per year. Over 90% of new items are added to the Baillieu library collections.

The percentage in off campus storage is 30% below average. There is a high percentage of research collection items that have not circulated recently.

Shelving utilisation is 94% in the Baillieu main collection and 90% in the Research collection.

Branches	81%	Cultural Collections	4%	Total	85%
Store	11%	CARM	4%	Total	15%

Baillieu	15,560	77%
Cultural Collections	710	4%
Store	2,200	11%
CARM	880	4%
Other	650	4%

Branch Items not circulated 2000 onwards	3,210	16%
Research (Baillieu)	2,530	13%
Baillieu	640	3%
Other	40	--
Items created pre-2000	1,800	9%

Recommendations

- Integration of Baillieu and Research collections within five years.
- Increase off campus storage to 30% by transferring 3,000 items which would provide six years growth and a 5% reduction in shelving utilisation in the combined Baillieu/Research collection.

14. POLITICAL SYSTEMS, CONCEPTS AND PROCESSES, IDEOLOGIES

Dewey : 322-326, 334-335

Total items	Items Circ last 2 years	Items Circ last 5 years	Growth last 2 years
19,600	5,720 (29%)	8,920 (45%)	740 (2% per year)

The area covers political topics such as Church and State, resistance movements, human and civil rights, freedom of speech, political parties, immigration, colonialism and slavery. 334-335 covers co-operation, socialism, communism, anarchism and fascism. Due to the Baillieu 330-339 collection being previously housed in the Giblin library, this material is currently located in the Giblin Eunson although it is primarily of interest for political science and history departments.

The percentage of material in off campus storage is close to the average. Collection usage is reasonably high. Most new items are being added to the Baillieu collection (89%) and Giblin Eunson (5%) libraries. Shelving utilisation is 97% in Baillieu main collection and 80% in Giblin Eunson.

Branches	78%	Cultural Collections	4%	Total	81%
Store	16%	CARM	2%	Total	18%

Baillieu	11,570	59%
Giblin Eunson	3,490	18%
Cultural Collections	800	4%
Store	3,050	16%
Other	690	3%

Branch Items not circulated 2000 onwards	3,480	18%
Research (Baillieu)	1,710	9%
Research (Giblin Eunson)	1,090	6%
Baillieu	610	3%
Other	70	--
Items created pre-2000	2,070	11%

Recommendations

- Transfer 334-335 from Giblin Eunson to Baillieu during the main integration of the Research collection to the Baillieu book collection. This will require approximately 16 bays (100 m) to complete (3,120 items). This could be reduced by increasing the percentage of material in off campus storage.
- Increase off campus storage to 30% by transferring 2,350 items primarily from non-circulated items. This would provide five years growth and a slight reduction in shelving utilisation in the Baillieu collection

15. INTERNATIONAL RELATIONS, GOVERNMENT PROCESS (PARLIAMENTARY PAPERS AND DEBATES)

Dewey : 327-329

Total items	Items Circ last 2 years	Items Circ last 5 years	Growth last 2 years
22,150	4,600 (21%)	6,970 (31%)	660 (1.5% per year)

This area is virtually all housed in Baillieu library or Store. It accounts for 75% of the Baillieu Government Documents collection. The higher than average allocation in store is due to parliamentary papers held in the Store Australiana collection. Over 95% of the new growth is in the Baillieu building collection. Shelf utilisation in the main Baillieu collection is over 99%, 94% in the Government Documents collection and 90% for the Research collection.

Most of '327' (International relations) (14,500 items) and '329' (880 items) are individual or small volume sets of books. Most of '328' (6,350 items) are government publications of central governments. Large collections include the parliamentary Hansard collections of various countries and states, the Sessional Papers of the House of Lords, Great Britain and the Irish University Press Series of British Parliamentary Papers. The circulation rate is lower than the other politics sets mainly due to the inclusion of the government publication sets. The five year circulation for Dewey '327' material alone is 45% of the collection, in line with the other politics sets.

Branches	65%	Cultural Collections	3%	Total	68%
Store	30%	CARM	2%	Total	32%

Baillieu	14,060	63%
Store	6,640	30%
Other	1,450	6%

Branch Items not circulated 2000 onwards	3,110	14%
Research (Baillieu)	2,625	12%
Baillieu	460	2%
Other	25	--
Items created pre-2000	1,620	7%

Recommendations

- The Baillieu library will remain the most appropriate location for this material.
- Transfer of Government documents with electronic alternatives to off campus storage is scheduled for 2013.
- Transfer at least 2,000 items from Baillieu and Baillieu Research collection to off campus storage to reduce collection stress in Baillieu shelving and allow for some growth.

ECONOMICS AND ENVIRONMENT (330 – 339, 380-389)

16. ECONOMICS, PUBLIC FINANCE, INTERNATIONAL ECONOMICS

Dewey : 330, 336-337, 339

Total items	Items Circ last 2 years	Items Circ last 5 years	Growth last 2 years
26,300	4,770 (18%)	8,210 (31%)	820 (1.5% per year)

The set covers general economics, economic conditions in various countries, taxation, macroeconomics and international economic relations. It is mainly spread between the Giblin Eunson library and Store. Shelf utilisation in Giblin Eunson for this area is about 70% for '330' and '336-337' and 90% for '339'. Growth has dropped by half in recent years due to the increase in e-books and web based reports. All economics areas have a higher than average percentage in Store. There is no requirement at present to move further material to store. As the Giblin Eunson collection gets more crowded, non-circulating items transfers to Store should provide additional room.

Branches	58%	Cultural Collections	4%	Total	62%
Store	29%	CARM	8%	Total	37%

Giblin Eunson	14,170	54%
Cultural Collections	1,150	4%
Store	7,680	29%
CARM	2,230	8%
Other	1,070	4%

Branch Items not circulated 2000 onwards	3,510	13%
Research (Giblin Eunson)	2,850	11%
Giblin Eunson	320	1%
Other	340	1%
Items created pre-2000	1,790	7%

Recommendations

- Older items in branches other than Giblin Eunson should be checked for duplication and could be sent to storage.
- There is little current requirement to reduce the collection in Giblin Eunson.
- Growth over the next 6 years could be expected to be 2000-2500 items (9%), primarily at Giblin Eunson. Non-circulated items sent to store can cover this growth. Multiple copies also make up a sizable percentage of growth in this area so reduction of duplicates will also cover growth.

17. EMPLOYMENT, PRIVATE AND CORPORATE FINANCE

Dewey : 331-332

Total items	Items Circ last 2 years	Items Circ last 5 years	Growth last 2 years
27,400	4,350 (16%)	8,060 (29%)	830 (1.5% per year)

Topics in this set include child labour, trade union movements, employment forecasting, industrial relations, banking, money, investments, foreign exchange and stock exchanges. The collection is spread between Giblin Eunson and Store with some in Cultural Collections. Material on investments and finance needs to be updated regularly and is well covered by electronic resources. Most of the Cultural Collections items are in the University of Melbourne publications collection and at University Archives.

Collection growth of around 400 items a year has been ongoing through the last 12 years. The Giblin Eunson collection has between 75-90% shelf utilisation in the main collection. Most of the growth is in Giblin Eunson (85%). Back-shelving should be able to cover growth for some time.

Branches	58%	Cultural Collections	5%	Total	63%
Store	31%	CARM	6%	Total	37%

Giblin Eunson	14,920	54%
Cultural Collections	1,330	5%
Store	8,380	31%
CARM	1,740	6%
Other	1,030	4%

Branch Items not circulated 2000 onwards	3,410	12%
Research (Giblin Eunson)	2,730	10%
Giblin Eunson	400	1%
Other	280	1%
Items created pre-2000	1,630	6%

Recommendations

- Older items in collections other than Giblin Eunson could be selected for Store.
- Growth over the next 6 years could be expected to be 2000-2500 items (9%), primarily at Giblin Eunson. It is not a high priority to accommodate this at present but could eventually be covered by non-circulated items.

18. ENVIRONMENT

Dewey : 333.7-333.9, 363.7

Total items	Items Circ last 2 years	Items Circ last 5 years	Growth last 2 years
14,700	3,560 (24%)	6,030 (41%)	460 (1.5% per year)

Material on environmental matters is quite scattered around the Parkville campus. This is partially due to its multidisciplinary aspect but primarily due to the split of material between 333's, mainly at Giblin Eunson, and 363's, mainly at Baillieu. ABP, ERC and Biosciences have collections in both areas. This occurred as all items in the 330's Baillieu collection were previously housed at the Giblin library.

The collection has an average amount of material in off campus storage and an average growth rate of around 250 items a year across all collections, without a significant percentage in any one area. There is relatively little older material in this field with only 14% of the collection predating 1980. ERC could house the majority of the Parkville environment collections to improve ease of access to research material in this field and to assist with the reduction of the ABP collection for its new library space.

Branches	74%	Cultural Collections	1%	Total	75%
Store	19%	CARM	6%	Total	15%

MSLE	2,690	18%
Giblin Eunson	2,340	16%
ABP	1,870	13%
Baillieu	1,830	12%
ERC	730	5%
Biosciences	660	4%
Gib Eunson Textbook	520	4%
Store	2,850	19%
CARM	910	6%
Other	300	2%

Branch Items not circulated 2000 onwards	1,930	13%
MSLE	1,115	8%
ABP	230	2%
Other	585	4%
Items created pre-2000	1,220	8%

Recommendations

- Transfer appropriate collections from Giblin Eunson, Baillieu, Biosciences and ABP libraries to the ERC. This may involve up to 6,000 items added to the ERC 333 and 363 collections.
- Relegate non-circulating items from these collections to store at the same time as the material is transferred.
- Most of the MSLE material that is non-circulating is from Creswick and Burnley. Consider these items for Store in any Store project at these two branches.

19. INDUSTRIES AND CORPORATIONS

Dewey : 338-338.09, 338.4-338.9

Total items	Items Circ last 2 years	Items Circ last 5 years	Growth last 2 years
24,200	5,890 (24%)	8,040 (33%)	650 (1% per year)

This set covers entrepreneurship, innovation, industrial history, manufacturing, health and educational economics, construction industry, tourism, microeconomics, small business and corporate histories.

The collection is mainly located in Giblin Eunson and Store. The collection in MSLE mainly relates to forest product industries and the ABP collection covers construction and sustainable development. Giblin Eunson should be able to incorporate growth in this area for the next few years. Collection growth in this area has fallen from 500 items a year in the early 2000's to 300 items a year at present.

Branches	62%	Cultural Collections	2%	Total	64%
Store	28%	CARM	8%	Total	36%

Giblin Eunson	13,070	54%
MSLE	610	3%
ABP	500	2%
Cultural Collections	440	2%
Store	6,880	28%
CARM	1,880	8%
Other	820	3%

Branch Items not circulated 2000 onwards	3,210	13%
Research (Giblin Eunson)	2,340	10%
MSLE	360	1.5%
Giblin Eunson	260	1%
Other	250	1%
Items created pre-2000	1,810	7%

Recommendations

- Up to 1800 items can be expected over the next six years, primarily at Giblin Eunson. This should be able to be accommodated in the building. Future growth can be offset by reducing non-circulating items.

20. PRIMARY INDUSTRIES, TRADE AND COMMUNICATIONS

Dewey : 333-333.6, 338.1-338.3, 380-389

Total items	Items Circ last 2 years	Items Circ last 5 years	Growth last 2 years
29,250	4,050 (14%)	7,670 (26%)	530 (1% per year)

Items on primary industries and trade have a different distribution to general industries with a large collection found understandably in the MSLE libraries, as well as in Giblin Eunson. There is a higher than average collection in Store, including a large collection in the Australiana 380's range, including Industries Assistance Commission reports, annual reports of various statutory bodies and a sizable collection on transport. The ABP collection covers property industry, real estate and transport planning.

No branch areas are currently experiencing shelving utilisation pressure. There is a sizable percentage of branch items that have not circulated since 2000. The growth rate in this area has been declining since 2000 as more industry reports are made available from government and regulatory bodies via the Internet.

Branches	60%	Cultural Collections	5%	Total	65%
Store	29%	CARM	6%	Total	35%

Giblin Eunson	10,390	36%
MSLE	3,830	13%
ABP	1,770	6%
Cultural Collections	1,360	5%
Store	8,520	29%
CARM	1,860	6%
Other	1,520	6%

Branch Items not circulated 2000 onwards	5,090	17%
Research (Giblin Eunson)	2,490	8.5%
MSLE	1,800	6%
Giblin Eunson	360	1%
ABP	240	1%
Other	200	0.5%
Items created pre-2000	3,080	11%

Recommendations

- Consider duplication between MSLE, Giblin Eunson and other branches.
- Consider non-circulating items for Store as shelving utilisation approaches 85-90% in Giblin Eunson, MSLE and ABP branches.

LAW (MOYS K-KZ ; 340-349)

21. LAW LIBRARY : GENERAL LAW, INTERNATIONAL LAW, LAW RARE BOOKS

Moy's K-KH ; Law Library Dewey items ; Law Library Alphabetical Classification (not reports, legislation or periodicals)

Total items	Items Circ last 2 years	Items Circ last 5 years	Growth last 2 years
23,600	5,250 (23%)	7,210 (31%)	2,140 (5% per year)

The following four sets are all located completely in the Law Library. The Store components of Sets 21-24 are included in Set 25. The K – KH section includes general legal reference works and yearbooks, comparative law, international law, religious law, ancient and medieval law and law reports in the Reference collection . Also included is the Law Rare Book collection (1,550 items), arranged in Dewey order, a small collection of theses held in Stack (320 items), sets of Statutory Rules in High Use (280 items) and items in the Workroom or Stack with non-Moy's classification numbers.

Shelf utilisation in the Law book and Reference collections is very high (91% and 100%). There is a sizable amount of items that have not circulated recently in the book collection. The collection is experiencing rapid growth in item numbers at over 1,000 items per year with 80% of growth in the general book collection and 10% in the High Use collection.

Law books	16,380	69%
Law Reference	2,510	11%
Law ST	1,990	8%
Law Rare Books	1,550	7%
Law High Use	1,030	4%
Other	130	0.5%

Branch Items not circulated 2000 onwards	5,120	22%
Law books	4,050	17%
Law ST	730	3%
Law High Use	340	1.5%
Items created pre-2000	4,300	18%

Recommendations

- Make available growth space for this collection by transferring at least 800 m of Law Reports and Periodicals to Store as well as selected older Reference collection items and rearranging Levels 4 and 5 of the Law Library

22. LAW LIBRARY : COMMON LAW

Moy's KL-KM

Total items	Items Circ last 2 years	Items Circ last 5 years	Growth last 2 years
18,550	4,140 (23%)	7,290 (40%)	1,250 (3% per year)

The KL-KM section of Moy's classification in the Law Library includes general and public areas of Common Law. It includes topics such as civil rights, taxation law, High Court and Supreme Court decisions, constitutional law, administrative law, courts, criminal law, discrimination law, freedom of information, legal ethics, legal research, privacy law and sentencing. The library maintains a large collection of reports in the High Use collection and has a separate taxation collection.

Shelf utilisation is 88% in the main book collection, 100% in the reference collection and 90% in the taxation collection. There is a sizable percentage of items that have not circulated since 2000. The collection is growing rapidly with 66% in the book collection, 15% in the High Use collection and 10% in the Tax collection.

Law books	10,330	56%
Law High Use	4,230	23%
Law Tax	2,670	15%
Law Reference	650	4%
Law ST	630	3%
Other	20	--

Branch Items not circulated 2000 onwards	6,020	32%
Law books	2,640	14%
Law High Use	1,930	10%
Other	1,110	6%
Law ST	340	2%
Items created pre-2000	5,240	28%

Recommendations

- As per Set 21
- Consider High Use requirements for non-circulated items.

23. LAW LIBRARY : COMMON LAW CONT'D, CORPORATION LAW, TORTS, AND THE LAW OF OTHER JURISDICTIONS

Moy's KN-KZ

Total items	Items Circ last 2 years	Items Circ last 5 years	Growth last 2 years
26,400	6,660 (25%)	10,430 (40%)	1,960 (4% per year)

The KN-KZ section of Moy's classification in the Law Library includes topics such as corporation law, contracts, torts, copyright law, trusts and wills, securities law, trade practices, property law, products liability, energy law, petroleum law, personal injury litigation, patent law, medical law, defamation law, labor law and evidence. It also includes other jurisdictional law including Asia-Pacific legal systems, European law and African law and a small collection of non law titles.

Most items are in the books collection. The book collection shelf utilisation is currently 90% of capacity. The collection is growing rapidly with 85% of growth in the general book collection.

Law books	24,050	91%
Law High Use	1,150	4%
Law ST	530	2%
Law Tax	340	1%
Law Reference	320	1%
Other	10	--

Branch Items not circulated 2000 onwards	8,290	31%
Law books	7,590	29%
Law High Use	270	1%
Law ST	230	1%
Law Tax	200	1%
Items created pre-2000	7,520	28%

Recommendations

- As per Set 21
- Alternatively, if space is required urgently, consider transferring a part of the non-circulated books collection to Store.

24.LAW REPORTS AND LEGISLATION COLLECTION

Total items	Items Circ last 2 years	Items Circ last 5 years	Growth last 2 years
43,150	Non-circulated collection		1,470 (2% per year)

The Law Library has an outstanding collection of international law reports and legislation from all major jurisdictions. The collection occupies over 2 km of shelving on Level 4 of the Law Library. Electronic services have replaced many of the court reporting services in recent years and many of the reports are not required for active use in the Law Library.

The staff of the Law Library have completed a barcoding project to provide item records for each volume in the reports and legislation collection. The reports and legislation collection currently occupies 98% of available shelving and is still growing.

Law Reports	32,740	76%
Law Legislation	6,210	14%
Law High Use	2,660	6%
Law Tax Reports	710	2%
Law ST	850	2%

Recommendations

- Select up to one quarter of the collection for transfer to Store. Rearrange the remaining collection and transfer part of the book collection from Level 5 to utilise the space and provide growth for book collections on Level 5.

25. LAW (NOT LAW LIBRARY)

Dewey : 340-349

Total items	Items Circ last 2 years	Items Circ last 5 years	Growth last 2 years
27,000	3,950 (15%)	6,930 (26%)	740 (1% per year)

The Baillieu library has a sizable law collection. The Law Library has an arrangement to transfer any items required from the Baillieu library collection. All branches outside of Law have small law collections in their relevant disciplines.

The majority of this collection are items transferred from the Law library and Research collection to Store and CARM.

The Law Library monograph collection is under considerable shelving utilisation pressure as is the Baillieu library collection. There is growth of 200 items per year in the Baillieu collection.

Branches	36%	Cultural Collections	3%	Total	39%
Store	53%	CARM	8%	Total	61%

Baillieu	7,590	28%
Cultural Collections	730	3%
ABP	600	2%
Giblin Eunson	470	2%
Store (incl. Law Moy's categories)	14,400	53%
CARM	2,200	8%
Other	1,010	3%

Branch Items not circulated 2000 onwards	1,100	4%
Baillieu	730	3%
MSLE	160	0.5%
Biosciences	80	--
ABP	60	--
Other	70	--
Items created pre-2000	700	3%

Recommendations

- Avoid duplication between the Baillieu law collection and Law Library collection.
- Reduce the Baillieu collection by 10% (750 items) to reduce shelving pressure.

GOVERNMENT SERVICES (350-369)

26. GOVERNMENT, MILITARY SCIENCE

Dewey : 350-359

Total items	Items Circ last 2 years	Items Circ last 5 years	Growth last 2 years
21,600	2,720 (13%)	4,760 (22%)	420 (1% per year)

This set includes 14,000 items in the area of government, primarily publications of the Australian governments, and 7,600 items in the area of military sciences, 85% of which is in the call number 355 relating to the waging of war and the activities of armies. Government publications are primarily located in the Store Australiana and Baillieu collection. Military science is primarily in Baillieu and the Research (Baillieu) collection. The area has a lower circulation rate which is not surprising due to the number of annual report type items included. Growth is around 200 items per year, 80% in Baillieu Library collections. Shelf utilisation in Baillieu is 99%.

Branches	52%	Cultural Collections	4%	Total	56%
Store	39%	CARM	4%	Total	43%

Baillieu	10,030	46%
Cultural Collections	860	4%
ABP	370	2%
MSLE	380	2%
Store (mainly Store AB)	8,430	39%
CARM	1,150	4%
Other	380	2%

Branch Items not circulated 2000 onwards	3,800	18%
Research (Baillieu)	1,710	8%
Baillieu	1,600	7%
MSLE	240	1%
ABP	140	0.5%
Biosciences	100	0.5%
Other	10	--
Items created pre-2000	2,310	11%

Recommendations

- Some reduction in Baillieu collection provided from 2012 Baillieu 300's relegation project.
- Increase space allocated to collection area in Baillieu to alleviate shelving pressure. Growth of 1,000 items expected in Baillieu collection over next six years.

27. HEALTH AND SOCIAL SERVICES

Dewey : 360-362

Total items	Items Circ last 2 years	Items Circ last 5 years	Growth last 2 years
26,600	6,720 (25%)	11,610 (44%)	1,500 (3% per year)

The area covers social work, population health, social welfare and child care. The collection is distributed between Baillieu, Biosciences and Giblin Eunson with the Giblin Eunson collection primarily covering child care services. It is a fairly high growth area with 750 items added per year. The growth is in the Biomedical (750), Baillieu (500) and Giblin Eunson (150) libraries. The store percentage is at the average for all areas.

Branches	76%	Cultural Collections	1%	Total	77%
Store	29%	CARM	2%	Total	22%

Baillieu	12,770	48%
Biosciences	4,520	17%
Giblin Eunson	2,390	9%
Store	5,320	20%
Other	1,600	6%

Branch Items not circulated 2000 onwards	3,280	12%
Baillieu	1,300	5%
Biosciences	1,130	4%
Research (Baillieu)	700	3%
Giblin Eunson	60	--
Other	60	--
Items created pre-2000	2,420	9%

Recommendations

- Following a relegation project and rearrangement of the Biomedical library transfer appropriate material from Baillieu and Research collections to the Biomedical library.
- Consider low usage items from Baillieu and Biosciences for store. Research collection contains various recently catalogued serial sets that may be transferred to store.
- Expect growth of up to 5,000 items over the next six years. Raising the store percentage to 40% would involve transferring 4,800 items.
- Examine duplication between Baillieu, Biosciences and Giblin Eunson collections

28. SOCIAL ISSUES, CRIMINOLOGY, INSURANCE

Dewey : 363-369 (363.7 in Section 18 Environment)

Total items	Items Circ last 2 years	Items Circ last 5 years	Growth last 2 years
23,150	6,100 (26%)	9,560 (41%)	1,190 (3% per year)

The area is mainly social services (363: 9,750 items) including occupational health and safety, policing, public housing, water and food supply. Also, criminology and prisons (364-365: 10,150 items) and insurance services (368 : 2,400 items).

Collections are mainly in Baillieu library with ABP covering housing and the Giblin Eunson collection covering school and child safety, juvenile delinquency and youth suicide. Items in store is close to the average for all collections. Baillieu shelving utilisation in this area is 99%.

Growth is mainly in Baillieu library (70%) with 400 new items per year.

Branches	72%	Cultural Collections	4%	Total	76%
Store	22%	CARM	3%	Total	25%

Baillieu	12,960	56%
ABP	930	4%
Giblin Eunson	930	4%
Cultural Collections	930	4%
Store	5,090	22%
CARM	690	3%
Other	1620	7%

Branch Items not circulated 2000 onwards	3,000	13%
Research (Baillieu)	1,140	5%
Baillieu	940	4%
Research (Giblin Eunson)	270	1%
ABP	90	--
Other	560	2%
Items created pre-2000	1,770	8%

Recommendations

- Giblin Eunson should become the primary location for insurance items. Biosciences could be the primary location for occupational health and safety and ABP should continue to be the major location for public housing.
- Increase store percentage to 35% (transfer 2,300 items) to alleviate Baillieu shelving pressure. Expect Baillieu collection growth of 2,400 items over next six years.

EDUCATION (370-379)

29. EDUCATION

Dewey : 370, 379

Total items	Items Circ last 2 years	Items Circ last 5 years	Growth last 2 years
20,100	5,020 (25%)	8,090 (40%)	1,210 (3% per year)

The collection is divided between Giblin Eunson and Store with little elsewhere. Most of the Other category is in Cultural Collections. The collection has been relegated to Store as part of the move of Education to the Giblin Eunson library so the Store percentage is approximately double the average for all collections.

The shelving utilisation in Giblin Eunson is quite high at 90% however a back shelving project at Giblin Eunson to utilise all shelving in the book area would reduce this to 72%. There are relatively few non-circulating items left in the collection, except for some Research collection items.

The collection is fast-growing with 98% of growth in the Giblin Eunson collection.

Branches	54%	Cultural Collections	2%	Total	56%
Store	32%	CARM	12%	Total	45%

Giblin Eunson	10,650	53%
Store	6,430	32%
CARM	2,410	12%
Other	610	3%

Branch Items not circulated 2000 onwards	1,120	5%
Research (Giblin Eunson)	930	5%
Giblin Eunson	110	1%
Other	80	--
Items created pre-2000	520	3%

Recommendations

- Rearrange book collections at Giblin Eunson library to improve shelf utilisation rate.
- No further collection transfers should be required for about five years. Expect growth of 3,000 items over the next six years bringing shelf utilisation to 92%. A store relegation project would then be required. Growth may be lower if extensive e-book purchases are undertaken.
- Catalogue ERC compactus collection and transfer to store.
- Interfile circulating Research items into Giblin Eunson collection.

30. TEACHING

Dewey : 371

Total items	Items Circ last 2 years	Items Circ last 5 years	Growth last 2 years
23,000	6,840 (30%)	11,070 (48%)	1,860 (4% per year)

The teaching collection is similar in all respects to the education collection in terms of collection distribution, with a lower store percentage and higher growth rate in the past two years. Again, 97% of the growth is in the Giblin Eunson collection with 10% being media items. Shelf utilisation in the main collection is 85-90% but would be reduced to 72% by a back shelving project to utilise the empty shelves on the ground floor level.

There are few non-circulating items remaining in the branch collection, mainly from the Research collection. The growth rate over the past two years is more rapid than the longer term trend due to the material vote increase in 2010-2011. New item growth was 3,400 in the five year period between 2000-2004 and 3,950 for 2005-2009.

Branches	63%	Cultural Collections	1%	Total	64%
Store	27%	CARM	9%	Total	36%

Giblin Eunson	14,030	61%
Store	6,210	27%
CARM	2,070	9%
Other	690	3%

Branch Items not circulated 2000 onwards	810	4%
Research (Giblin Eunson)	490	2%
Other	320	1%
Items created pre-2000	310	1%

Recommendations

- Rearrange book collections at Giblin Eunson library to improve shelf utilisation rate.
- A further collection transfer to store will be required after four to five years. Expect growth of around 5,000 new items over six years. This will be offset by duplicate item removal to some extent.
- Interfile circulating Research items into Giblin Eunson collection.

31. EARLY LEARNING, PRIMARY, SECONDARY AND VOCATIONAL EDUCATION

Dewey : 372-377

Total items	Items Circ last 2 years	Items Circ last 5 years	Growth last 2 years
21,800	6,500 (30%)	9,890 (45%)	1,380 (3% per year)

The collection is similar in profile to the general education set. Transfer of significant collections to store occurred during the transition of the Education collection to the Giblin Eunson library. The collection includes 640 media items (3%) and there are 11,300 items in the Giblin Eunson book and Giblin Eunson Research book collections. Lenton Parr and Louise Hanson-Dyer Music library collections contain small collections relating to teaching of music and performing arts. The percentage of items transferred to CARM shared ownership is relatively high.

Growth of 600-700 items per year has been steady since 2000 with 90% of the last two year's growth in the Giblin Eunson main book collection. The shelving utilisation rate in the Giblin Eunson book collection for this area is just under 80% and across the whole book collection on the floor is close to 70%. Therefore, growth should be able to be incorporated for the next five years.

Branches	57%	Cultural Collections	1%	Total	59%
Store	32%	CARM	10%	Total	42%

Giblin Eunson	11,550	53%
Store	6,980	32%
CARM	2,180	10%
Other	1,090	5%

Branch Items not circulated 2000 onwards	780	4%
Research (Giblin Eunson)	530	2%
Other	250	1%
Items created pre-2000	310	1%

Recommendations

- Expect growth of 3,500-4,000 items (17%) over the next six years. This will be offset by some duplicate removal but will primarily be added to the Giblin Eunson book collection.
- A store relegation project should be expected after five years.
- Interfile circulating and recent Research collection items to the Giblin Eunson book collection. Investigate relegating non-circulating Research collection items to Store.

32. HIGHER EDUCATION

Dewey : 378

Total items	Items Circ last 2 years	Items Circ last 5 years	Growth last 2 years
14,000	1,475 (11%)	2,680 (19%)	820 (3% per year)

The higher education set has a different profile to other education sets with a much larger collection in Cultural Collections and a higher level of non-circulating items in the Research collection. The Store collection includes a large number of annual reports from Australian and overseas Universities. The Cultural Collections collection consists primarily of University of Melbourne publications such as examination papers, calendars, handbooks, Conferring of Degrees, Farrago, The Melbourne Graduate and other departmental publications. The Giblin Eunson collection primarily covers the management and teaching at higher education institutions.

The growth is also mainly divided between Cultural Collections (52%) and Giblin Eunson (42%). This is an area where Cultural Collections needs to continue to have space available in the University of Melbourne collection. However, half of the new items in the analysis from Cultural Collections were examination papers sets from 1991-2010 added to the catalogue in 2010. It is unlikely that these were 'new' items received to the collection. Space in Giblin Eunson should be able to absorb up to six years growth.

Branches	34%	Cultural Collections	21%	Total	55%
Store	38%	CARM	7%	Total	45%

Giblin Eunson	4,340	31%
Cultural Collections	2,940	21%
Store	5,320	38%
CARM	980	7%
Other	420	3%

Branch Items not circulated 2000 onwards	1,320	9%
Research (Giblin Eunson)	1,030	7%
Other	290	2%
Items created pre-2000	720	5%

Recommendations

- Ensure that Special Collections UM collection has adequate space to absorb future growth.
- Interfile circulating and recent Research collection items to the Giblin Eunson book collection. Investigate relegating non-circulating Research collection items to Store.
- Giblin Eunson should be able to absorb new item growth in this area for up to six years.

LANGUAGES (400-499)

33. LANGUAGES AND LINGUISTICS, ENGLISH LANGUAGE

Dewey : 400 – 429, 924

Total items	Items Circ last 2 years	Items Circ last 5 years	Growth last 2 years
25,450	9,150 (36%)	13,260 (52%)	1,500 (3% per year)

There are four different collections that are part of this set. The Baillieu/Research collection is primarily linguistics and the study of the English language. The Giblin Eunson collection is the teaching of English in schools. The Textbook collection is texts for learning English. The other component is largely English dictionaries held in other collections. The Store collection is a lower percentage than the average for all collections. The collection is well utilised but still has a sizable percentage of non-circulating branch items primarily from the Research collection.

Shelf utilisation is 95% in Baillieu, 90% in the Research collection, 85% in Giblin Eunson and 75% in the Textbook collection. New items have mainly been added to Baillieu (610 items), Giblin Eunson (475 items), Giblin Eunson media (140 items) and Textbook (240 items) collections in the past two years.

Branches	84%	Cultural Collections	2%	Total	86%
Store	13%	CARM	1%	Total	14%

Baillieu	12,730	50%
Giblin Eunson	6,110	24%
Gib Eunson Textbook	2,290	9%
Store	3,310	13%
Other	1,010	4%

Branch Items not circulated 2000 onwards	4,130	16%
Research (Baillieu)	2,870	11%
Baillieu	1,050	4%
Giblin Eunson	80	--
Other	130	0.5%
Items created pre-2000	2,950	12%

Recommendations

- Rearrange book collections on Level 1 Giblin Eunson to spread the collection and provide around 15% additional space. Textbook item growth is managed by older item disposal.
- Baillieu 2012 400's store relegation project should transfer most Baillieu non-circulating items to Store and improve shelf utilisation rate. Bring shelf utilisation in Baillieu/Research collection to 80-85% capacity by reducing collection by 1,400 items. Expect collection growth of 1,800 items in Baillieu and 1,400 items in Giblin Eunson book collections over next six years. Transfer 4,600 items altogether to Store bringing Store/CARM percentage to approximately 30%.
- Interfile Baillieu and Research collection during next five years

34. OTHER LANGUAGES

Dewey : 430 – 499

Total items	Items Circ last 2 years	Items Circ last 5 years	Growth last 2 years
25,550	4,150 (16%)	6,830 (27%)	1,350 (3% per year)

Giblin Eunson has a much smaller collection of items relating to languages other than English so the bulk of this set is housed in Baillieu library. There is a very high level of non-circulated items in the collection and a low percentage of items in Store. Virtually no material has been relegated to CARM shared store.

Shelf utilisation is 92% in the Baillieu collection and 90% in the Research collection. Virtually all item new growth is in the Baillieu collection (625 items per year over past two years : 93% of all growth). It is extremely difficult to determine if this level of growth will be sustained as the collection contains a lot of multi-volume multi-publication year series and has been subject to significant retrospective cataloguing in recent years. Average growth could be between 350-400 items per year.

Branches	88%	Cultural Collections	3%	Total	91%
Store	9%	CARM	0%	Total	9%

Baillieu	20,690	81%
Gib Eunson Textbook	770	3%
Giblin Eunson	770	3%
Store	2,300	9%
Other	1,020	4%

Branch Items not circulated 2000 onwards	9,850	39%
Research (Baillieu)	6,680	26%
Baillieu	3,050	12%
Other	120	--
Items created pre-2000	6,470	25%

Recommendations

- Bring shelf utilisation in Baillieu/Research collection to 80-85% by removing 2,000 items. Expect collection growth in Baillieu of approximately 2,250 items over the next six years. Transfer 4,250 items to Store bringing Store percentage to 25%. This can be achieved by transferring half of the Baillieu and Research items that have not circulated since 2000.
- Baillieu 2012 400's store relegation project should transfer most Baillieu non-circulating items to Store and improve the shelf utilisation rate.
- Interfile Baillieu and Research collection during next five years.

SCIENCE (500-599)

35. SCIENCE, HISTORY OF SCIENCE, ASTRONOMY

Dewey : 500-509, 520-529, 925

Total items	Items Circ last 2 years	Items Circ last 5 years	Growth last 2 years
21,150	3,070 (15%)	5,120 (24%)	480 (1% per year)

This set crosses over the domains of Science, Arts and Education. The set includes general and experimental science (34%) which includes a large number of serial items in the Research collection and Cultural Collections. The second component is history and philosophy of science (32%) which is located in Baillieu, Research (ERC), ERC and Cultural Collections. The third component is astronomy and time (24%), heavily represented in the ERC. The fourth component is science education (11%) found in Giblin Eunson and the Textbook collection. The Store percentage is close to the average for all collections.

The number of items circulated is relatively low, mainly due to the high percentage of serial items included. The growth is also relatively quite low due to the included serials having been discontinued long ago. The recent items are mainly spread between ERC (140 items), Giblin Eunson (90 book items, 50 media items, 80 textbook items) and Baillieu (90 items).

Branches	66%	Cultural Collections	10%	Total	76%
Store	21%	CARM	3%	Total	24%

ERC	8,310	39%
Baillieu	2,540	12%
Cultural Collections	2,120	10%
Gib Eunson Textbook	1,480	7%
Giblin Eunson	1,060	5%
Store	4,440	21%
Other	1,270	6%

Branch Items not circulated 2000 onwards	3,990	19%
Research (ERC)	1,980	9%
ERC	1,480	7%
Baillieu	240	1%
Other	290	1%
Items created pre-2000	3,040	14%

Recommendations

- Different libraries will continue to be the primary location for different components of this subject area. ERC and Giblin Eunson for general science, astronomy and science education and Baillieu for history, philosophy and scientific biography.

- Transfer serial items from the Research collection and other non-circulating items to Store.
- Space for items in the Baillieu library will be improved by transferring life science items to the Biomedical library.
- Integrate remaining history of science Research collection items to Baillieu library general collection. Astronomy and general science have already been integrated to ERC book collection.

36. MATHS : NUMBERS, ALGEBRA, ARITHMETIC

Dewey : 510-513

Total items	Items Circ last 2 years	Items Circ last 5 years	Growth last 2 years
17,500	4,390 (25%)	6,740 (39%)	770 (2% per year)

The set of general mathematics is mainly held in the ERC and Giblin Eunson libraries. The Giblin Eunson collection covers the teaching of mathematics. The Research collection includes very large serial collections Lecture Notes in Mathematics (1,050 items), Zentralblatt für Mathematik und Ihre Grenzgebiete (420 items) and Memoirs of the American Mathematical Society (470 items). The Textbook collection is not retained in perpetuity.

The collection has low shelving utilisation in the ERC (60% of capacity) and Giblin Eunson (75%) should not require store transfers for the next few years. However, where titles are available electronically, it may be possible to transfer material to store. Virtually all new growth was in the ERC (460 items) and Giblin Eunson (110 books, 60 media, 125 textbook collection) collections.

Branches	79%	Cultural Collections	3%	Total	82%
Store	14%	CARM	4%	Total	18%

ERC	9,630	55%
Gib Eunson Textbook	2,280	13%
Giblin Eunson	1,750	10%
Store	2,450	14%
Other	1,390	8%

Branch Items not circulated 2000 onwards	3,410	19%
ERC	1,850	11%
Research (ERC)	1,420	8%
Other	180	1%
Items created pre-2000	2,060	12%

Recommendations

- Collection in ERC may need to be compacted to incorporate Environment collection.
- No store transfers necessary in next few years.

- Continue to manage the items in the Textbook collection to ensure relevancy to existing curriculum.

37. MATHS : CALCULUS, STATISTICS

Dewey : 514-519

Total items	Items Circ last 2 years	Items Circ last 5 years	Growth last 2 years
18,200	5,270 (29%)	8,260 (45%)	910 (3% per year)

This area of mathematics includes statistics (44%), calculus and numerical analysis (37%), geometry (13%) and topology (6%). It is primarily tertiary level mathematics so has relatively few items in the Giblin Eunson library. The collection is primarily found in the ERC and other libraries have small collections relating to statistics. The Store percentage is quite low compared to other areas and there is a sizable number of items at the ERC which have not circulated recently.

The ERC collection has a low shelving utilisation rate (50% of capacity). New growth is primarily in ERC (90%) and Giblin Eunson (8%) although the Giblin Eunson new items are primarily textbook sets for business statistics. Growth is likely to be heavily reduced by e-book purchases as most titles are supplied by major academic publishers with e-book options.

Branches	86%	Cultural Collections	3%	Total	89%
Store	9%	CARM	3%	Total	12%

ERC	14,740	81%
Cultural Collections	550	3%
Store	1,640	9%
CARM	550	3%
Other	720	4%

Branch Items not circulated 2000 onwards	3,190	17%
ERC	3,070	17%
MSLE	60	--
Other	60	--
Items created pre-2000	2,660	15%

Recommendations

- ERC will continue to be the primary location for this material. Collection may need to be compacted to incorporate Environment collection.
- Consider the non-circulated items in this area for transfers to Store if the ERC shelving utilisation rate increases beyond 80%.
- Transfer older items in other collections to Store where shelving utilisation rates are higher (e.g. MSLE, Biosciences).

38. PHYSICS

Dewey : 530-539

Total items	Items Circ last 2 years	Items Circ last 5 years	Growth last 2 years
20,800	3,560 (17%)	6,100 (29%)	580 (1.5% per year)

The Physics collection is located primarily at the ERC. The Research collection was being incorporated to the ERC at the time of this analysis. The Store percentage is close to the average for all collections. There is a sizable percentage of non-circulated items in the ERC collection.

The collection is not under shelving pressure occupying approximately 60% of capacity in the ERC. New items are primarily in ERC (85%) and the Textbook collection (12%). New item growth should be heavily impacted by e-book services in upcoming years.

Branches	76%	Cultural Collections	5%	Total	81%
Store	12%	CARM	8%	Total	20%

ERC	14,560	70%
Cultural Collections	1,040	5%
Gib Eunson Textbook	830	4%
Store	2,500	12%
CARM	1,660	8%
Other	210	1%

Branch Items not circulated 2000 onwards	5,060	24%
ERC	4,550	22%
Research (ERC)	370	2%
Other	150	0.5%
Items created pre-2000	4,650	22%

Recommendations

- Consider older items in branches other than ERC for store where shelving utilisation pressure exists.
- ERC collection may require compacting if other collections are transferred to ERC.
- When Store transfers are required, investigate non-circulating items for transfer.

39. CHEMISTRY

Dewey : 540-548

Total items	Items Circ last 2 years	Items Circ last 5 years	Growth last 2 years
13,500	2,150 (16%)	3,640 (27%)	240 (1% per year)

The Chemistry collection is located mainly at ERC with smaller collections in the MSLE and Biosciences libraries. The Research collection was being incorporated to the ERC at the time of this analysis. The Store percentage is close to the average for all collections. Most new items in this area are already being supplied in e-book format so there is a low growth rate in print items. New growth is mainly in the ERC (83%) and Textbook (9%) collections. There is a sizable percentage of non-circulated items in the ERC collection. The ERC collection not under shelving pressure at present, being at 60% of shelving capacity.

Branches	78%	Cultural Collections	2%	Total	80%
Store	13%	CARM	7%	Total	20%

ERC	9,050	67%
MSLE	540	4%
Store	1,760	13%
CARM	950	7%
Other	1,200	9%

Branch Items not circulated 2000 onwards	3,900	29%
ERC	3,050	23%
Research (ERC)	390	3%
MSLE	270	2%
Other	460	3%
Items created pre-2000	3,640	27%

Recommendations

- The non-circulated items in MSLE and Biosciences are quite old (many items from 1950s to early 1980s). These could be checked for duplication or may be considered for Store.
- Remove older duplicate items between Store and branches and between various branches.
- There are a range of series which, if available in electronic format, could be transferred to Store when ERC requires additional space (e.g. Advances in Chemical Physics, Advances in Chemistry, Advances in organometallic chemistry, Advances in heterocyclic chemistry)

40. EARTH SCIENCES

Dewey : 549-559

Total items	Items Circ last 2 years	Items Circ last 5 years	Growth last 2 years
20,000	2,610 (13%)	4,800 (24%)	380 (1% per year)

The Earth Sciences collection has a high percentage in Store. This is partially due to the timing of the transfer of the Earth Sciences collection to the ERC before Education had moved to Giblin Eunson, a large 19th and 20th Century Cultural Collections Earth Sciences collection being housed at Bundoora Store and a large component having transferred to CARM shared storage. The main on-site component of the collection is housed at the ERC including items in Maps. MSLE branches also have a collection relating to geology and climate. Due to the high store component, there is a low number of non-circulated items. New items were added to ERC (60%), Textbook (13%), MSLE (6%) and other branches.

Branches	37%	Cultural Collections	3%	Total	40%
Store	46%	CARM	14%	Total	60%

ERC	4,710	24%
MSLE	820	4%
Store	9,140	46%
CARM	2,750	14%
Other	2,580	13%

Branch Items not circulated 2000 onwards	830	4%
MSLE	270	1%
Research (ERC)	270	1%
Other	290	1%
Items created pre-2000	590	3%

Recommendations

- Research collection is being integrated to ERC collection.
- There should be no requirement for additional moves to Store for some time (up to 20 years) except possibly from MSLE branches.
- Monitor Store requests for items that should be returned to ERC.

41. BIOLOGY, BIOSCIENCES (BIOCHEMISTRY, CELL AND MOLECULAR BIOLOGY, ECOLOGY), PALAEOLOGY

Dewey : 560-578

Total items	Items Circ last 2 years	Items Circ last 5 years	Growth last 2 years
25,450	5,510 (22%)	9,240 (36%)	1,150 (2% per year)

Biology items are spread across a number of branches with the largest number in the Biosciences libraries. The Research collection contains a large number of serial items. The ERC collection includes palaeontology (related to Earth Sciences), some biochemistry and biomathematics from physical sciences libraries and ecology/biology from the MSLE collection. The Textbook collection is mainly related to teaching at primary/secondary level.

The percentage in Store is the average for all collections. There is a considerable set of non-circulated branch items that could be considered for store, mainly in the Biosciences libraries. None of the collections are under shelving pressure at present. The new items are distributed mainly between Biosciences (70%), ERC (7%), MSLE (7%) and Textbook (7%) collections.

Branches	76%	Cultural Collections	3%	Total	79%
Store	17%	CARM	4%	Total	21%

Biosciences	10,900	43%
ERC	3,400	13%
MSLE	2,140	8%
Baillieu	1,660	6%
Gib Eunson Textbook	920	4%
Store	4,230	17%
Other	2,200	9%

Branch Items not circulated 2000 onwards	4,650	18%
Biosciences	2,750	11%
Research (ERC)	750	3%
MSLE	690	3%
ERC	220	1%
Baillieu	210	1%
Other	30	4%
Items created pre-2000	3,870	15%

Recommendations

- Transfer the Baillieu library collection not relating to archaeology and anthropology to the Biomedical library.
- Items not related to Earth Sciences in the ERC could be transferred to the Biomedical library.
- Integrate the Research collection to Baillieu (571-572) and Biomedical (560-570, 573-578) libraries.
- Consider duplication between store and branches after any major store transfers from MSLE or Biosciences.
- Expect growth of around 3,000 new items in next six years.
- Transfer items to Store from Biosciences to provide room for collection transfers from Baillieu/Research collections.

42. BOTANY, MICROBIOLOGY

Dewey : 579-589

Total items	Items Circ last 2 years	Items Circ last 5 years	Growth last 2 years
16,300	2,240 (14%)	4,170 (26%)	290 (1% per year)

The Botany/Microbiology collection is located mainly in Biomedical, Burnley, Creswick and Dookie libraries. The Sophie Ducker collection in Cultural Collections is a specialist botanical collection. The subject area has the lowest percentage of items at Store and therefore a high number of non-circulated items.

There is a reasonably high degree of overlap between collections as they are on separate campuses. An assessment of 2,500 items in title order found a duplication rate of 25% for this set. Branch librarians should ensure one copy of duplicated items is held in store before disposing of duplicates.

Collection growth has slowed due to a rearrangement of Dewey that transferred many subjects from this area into the Biology call numbers (570-578). There is not a high degree of shelving pressure in this area, however clearing low use items to Store would improve shelving availability at Burnley and Creswick libraries.

Branches	83%	Cultural Collections	12%	Total	95%
Store	4%	CARM	1%	Total	5%

Biosciences	7,990	49%
MSLE	4,560	28%
Cultural Collections	1,960	12%
ERC	330	2%
Store	650	4%
Other	810	5%

Branch Items not circulated 2000 onwards	5,000	31%
Biosciences	3,640	22%
MSLE	1,150	7%
Research (ERC)	130	1%
Other	80	0.5%
Items created pre-2000	3,980	24%

Recommendations

- Transfer Research and Baillieu collection items to Biomedical library.
- Transfer 3,300 items from Biosciences/MSLE to Store to bring Store/CARM percentage to 25%, provide room for Research/Baillieu collection transfer, room for growth and space for 360-362 Health and Social Services collection transfer.

43. ZOOLOGY

Dewey : 590-599

Total items	Items Circ last 2 years	Items Circ last 5 years	Growth last 2 years
16,250	2,620 (16%)	5,200 (32%)	470 (1.5% per year)

The Zoology collection is mainly located in Biosciences, both Biomedical (7,900 items) and Veterinary Sciences libraries (Parkville 270 items, Werribee 340 items), MSLE (Burnley 460 items, Dookie 550 items, Creswick 490 items) and Store. The Store percentage is 50% lower than the average. There is a large number of non-circulated titles, especially in the Biomedical library Stack.

Growth has slowed as some subjects are now classed in the Biology (570's) subject area. Forty percent of new titles are in the Textbook collection and the other major area is Biosciences (46%). MSLE only accounts for 1% of new titles (5 items) as most purchases are now for e-book formats.

Branches	80%	Cultural Collections	7%	Total	87%
Store	10%	CARM	3%	Total	13%

Biosciences	8,450	52%
MSLE	1,460	9%
Cultural Collections	1,140	7%
ERC	1,080	7%
Gib Eunson Textbook	980	6%
Baillieu	490	3%
Store	1,630	10%
CARM	490	3%
Other	530	3%

Branch Items not circulated 2000 onwards	3,310	20%
Biosciences	2,400	15%
MSLE	500	3%
Research (ERC)	300	2%
Other	120	1%
Items created pre-2000	2,870	18%

Recommendations

- Transfer Baillieu and Research collection to Biomedical library.
- Transfer 2,000 items from Biosciences to Store to bring Store/CARM percentage to 25%, provide room for growth and space for Baillieu / Research collections.
- Consider duplication between branches, especially within Biosciences and between MSLE and Biosciences.

TECHNOLOGY, MEDICINE AND ENGINEERING (600-629, 640-649, 660-699)

44. TECHNOLOGY, HOME ECONOMICS AND CHILDCARE, CHEMICAL ENGINEERING, BIOTECHNOLOGY, FOOD SCIENCE, MANUFACTURING)

Dewey : 600-609, 640-649, 660-689

Total items	Items Circ last 2 years	Items Circ last 5 years	Growth last 2 years
22,250	4,590 (20%)	7,510 (34%)	840 (2% per year)

The set includes parts of the 600's Dewey range (Technology) that are not large enough to form a separate set of 20,000 items. There are three distinct areas. The first part is general technology and invention (2,800 items, 12%). The second part is home economics (4,300 items, 19%) including food and cookery, home maintenance and childcare and parenting. The third part covers chemical engineering, food science, manufacturing, metallurgy, pulp and paper making, scientific instruments and printing (15,200 items, 68%).

Given the range of topics, this area is shared between all libraries. ERC has the largest collection covering the first and third parts primarily. The MSLE collection focuses on pulp and paper (Creswick) and food science (Dookie). Almost a third of this set is housed in Store. ERC accounts for 44% of new items with the remainder spread across various libraries.

Branches	56%	Cultural Collections	7%	Total	63%
Store	29%	CARM	8%	Total	37%

ERC	5,010	22%
MSLE	2,500	11%
Baillieu	1,950	9%
Cultural Collections	1,500	7%
Store	6,530	29%
CARM	1,670	8%
Other	3,090	14%

Branch Items not circulated 2000 onwards	2,930	13%
MSLE	1,120	5%
Research (ERC)	720	3%
ERC	340	2%
Baillieu	290	1%
Other	460	2%
Items created pre-2000	2,240	10%

Recommendations

- Determine future locations for Research collection items.

- ERC should be able to cope with growth over next six years. Other branches do not have a significant amount of new items.
- Continue to transfer material to store from this area in general collection relocations for Baillieu, MSLE, Giblin Eunson, ABP and Biosciences.

45. MEDICINE, NURSING, ANATOMY, HISTORY OF MEDICINE, PHYSIOLOGY

Dewey : 610-612

Total items	Items Circ last 2 years	Items Circ last 5 years	Growth last 2 years
20,700	5,140 (24%)	8,250 (39%)	1,270 (3% per year)

Most of the collection is held in the Brownless Biomedical library supporting various courses from Melbourne Medical School, Faculty of Science and School of Health Sciences. There is also a sizable collection of medical history items in the Biomedical and Baillieu libraries.

There is a relatively low percentage in Store due to the capacity of the Biomedical library basement compactus. The books section of the compactus has reached capacity.

Branches	85%	Cultural Collections	4%	Total	89%
Store	6%	CARM	5%	Total	11%

Biosciences	14,860	72%
Baillieu	1,090	5%
Cultural Collections	760	4%
Store	1,250	6%
CARM	1,130	5%
Other	1,440	7%

Branch Items not circulated 2000 onwards	5,150	25%
Biosciences	4,520	22%
Research (Biosciences)	400	2%
Baillieu	110	0.5%
Other	120	0.5%
Items created pre-2000	4,340	21%

Recommendations

- Increase Store/CARM percentage to 30% by transferring 3,500 items from Biosciences to Store, mainly from non-circulated items.
- Expect growth of up to 3,000 items over six years. New items includes a fair percentage of duplicate textbook items.
- Transfer Baillieu and Research collection to Biomedical library.
- Consider duplicate items in collections other than Biomedical library for disposal. Consider other items for Store from Giblin Eunson and other collections.

46. INTERNAL MEDICINE, PATHOLOGY, PHARMACOLOGY, POPULATION HEALTH

Dewey : 613-616.09

Total items	Items Circ last 2 years	Items Circ last 5 years	Growth last 2 years
24,250	5,670 (24%)	9,400 (40%)	1,530 (3% per year)

This set of medical topics covers personal health and safety, public health, pharmacology, internal medicine, pathology and diagnosis. Almost two-thirds of this material is held in the Brownless Biomedical library. The Baillieu collection focuses on cultural aspects of health care, the Giblin Eunson collection covers health education in schools and the Louise Hanson-Dyer Music collection is a specialist collection on music therapy, one of the research strengths of the Melbourne Conservatorium of Music.

The shelf utilisation in this area of the Biomedical library is 85%. There is a relatively low percentage in store and a reasonably high number of non-circulated items in Biosciences.

Branches	85%	Cultural Collections	1%	Total	86%
Store	9%	CARM	5%	Total	14%

Biosciences	15,650	65%
Baillieu	1,200	5%
Giblin Eunson	1,230	5%
Louise Hanson-Dyer	500	2%
Store	2,120	9%
CARM	1,760	7%
Other	1,790	7%

Branch Items not circulated 2000 onwards	5,370	22%
Biosciences	4,540	19%
Research (Biosciences)	310	1%
Other	520	2%
Items created pre-2000	4,240	17%

Recommendations

- Expect 4,000 new items over next six years with 75% of this in Biosciences and 10% in Giblin Eunson.
- Increase Store/CARM percentage to 30% by transferring 4,000 items to Store from Biosciences and other collections.
- Transfer Baillieu and Research collection to Biomedical library

47. DISEASES, CLINICAL PSYCHOLOGY, PSYCHIATRY

Dewey : 616.1 – 616.9

Total items	Items Circ last 2 years	Items Circ last 5 years	Growth last 2 years
23,200	6,180 (27%)	10,450 (46%)	1,600 (4% per year)

This set covers all aspects of specific diseases. It also includes clinical psychology and psychiatry. Almost two-thirds of this material is held in the Biosciences libraries. The Baillieu library collection is primarily clinical psychology and psychiatry. The Store/CARM percentage is half of the average for all collections.

This is a high growth area with 85% of new items added to the Biosciences libraries and 6% to Giblin Eunson. New items in the Baillieu library collection areas are being added to the Biomedical library so little growth is expected there. There is a reasonably high level of non circulated items in the Biosciences libraries, mainly the Biomedical library.

Branches	86%	Cultural Collections	1%	Total	87%
Store	6%	CARM	7%	Total	13%

Biosciences	14,940	64%
Baillieu	3,520	15%
Giblin Eunson	1,100	5%
Store	1,360	6%
CARM	1,640	7%
Other	640	3%

Branch Items not circulated 2000 onwards	4,300	18%
Biosciences	3,880	17%
Research (Biosciences)	190	1%
Baillieu	170	1%
Other	60	--
Items created pre-2000	3,710	16%

Recommendations

- Increase Store/CARM percentage to 35% by transferring 5,600 items to Store from Biosciences and Baillieu collections.
- Following Store relegation, transfer remaining Baillieu items to Biomedical library following Biomedical library reorganization.
- Expect 4,000 new items over next six years with 85% in Biosciences.

48. SURGERY, DENTISTRY, PAEDIATRICS, OBSTETRICS

Dewey : 617-619

Total items	Items Circ last 2 years	Items Circ last 5 years	Growth last 2 years
15,150	4,540 (30%)	7,200 (48%)	1,130 (4% per year)

This set covers surgery, dentistry, ophthalmology, otology, audiology, obstetrics and gynaecology, paediatrics and geriatrics. More than two-thirds of this material is held in the Brownless Biomedical library. The Giblin Eunson collection is primarily child health/paediatrics and the Baillieu collection is child psychology/psychiatry.

The Store/CARM percentage is half the average for all collections. There is a reasonably high level of non-circulated items mainly in the Biomedical library Stack collection. It is a high growth collection with 80% of new items added to the Biosciences libraries, 11% added to Giblin Eunson and 4% added to ERC (optometry items).

Branches	86%	Cultural Collections	2%	Total	88%
Store	6%	CARM	6%	Total	12%

Biosciences	10,980	72%
Giblin Eunson	980	6%
Baillieu	850	6%
Store	930	6%
CARM	830	6%
Other	580	4%

Branch Items not circulated 2000 onwards	2,660	18%
Biosciences	2,490	17%
Baillieu	70	0.5%
Other	100	0.5%
Items created pre-2000	2,300	15%

Recommendations

- Dental Science have requested that collection materials be transferred to Eastern Resource Centre to locate collections closer to their student cohort
- Increase Store/CARM percentage to 30% by transferring 2,900 items to Store, mainly from the Biomedical library Stack collection.
- Transfer Baillieu collection to Biomedical library following Store transfer and Biomedical library reorganisation.
- Expect up to 3,000 new items over next six years.

49. ENGINEERING : ELECTRICAL, COMMUNICATIONS AND POWER ENGINEERING, MINING

Dewey : 620-623

Total items	Items Circ last 2 years	Items Circ last 5 years	Growth last 2 years
24,800	4,820 (19%)	7,490 (30%)	810 (1.5% per year)

The Engineering collection was relocated to ERC in 2008. Approximately 40% of the engineering items are now located in the Store Engineering collection. The Store collection is monitored for loans to identify items to return to ERC shelves. Engineering also transferred a higher than average amount to CARM shared store. The Baillieu library collection includes some engineering books but mainly relates to the history of technologies, mining, arms and ships.

The shelving utilisation in ERC for this area is around 65%. It should be able to cover growth for some time.

Branches	41%	Cultural Collections	6%	Total	47%
Store	40%	CARM	13%	Total	53%

ERC	7,100	29%
Cultural Collections	1,420	6%
Baillieu	1,250	5%
Store	9,910	40%
CARM	3,210	13%
Other	1,910	8%

Branch Items not circulated 2000 onwards	1,870	8%
Research (ERC)	710	3%
ERC	390	2%
Baillieu	280	1%
Other	490	2%
Items created pre-2000	1,670	7%

Recommendations

- Transfer majority of Research collection to Store.
- Reduce size of ABP collection (currently 840 items in Other category) prior to transfer to new library space
- Consider transferring recent Baillieu items in Engineering areas with active circulation to ERC. Retain history material in Baillieu. Baillieu items with low circulation have been relegated to Store in early 2013.
- Dispose of duplicate items in the Store Engineering collection if no longer required.

50. ENGINEERING : CIVIL, TRANSPORTATION, ENVIRONMENTAL ; BUILDING AND CONSTRUCTION

Dewey : 624-629, 690-699

Total items	Items Circ last 2 years	Items Circ last 5 years	Growth last 2 years
21,800	5,400 (25%)	8,450 (39%)	790 (2% per year)

This set covers various branches of engineering and the construction of buildings. On campus holdings are split mainly between ABP and ERC libraries with both containing strong collections in civil engineering and construction. The Store/CARM percentage is relatively high due to the transfer of engineering collection material when the Engineering branch library closed in 2008. The Store collection is actively monitored for items to transfer back to ERC. The MSLE collection are mainly older items covering a wide variety of topics such as wooden buildings and water management schemes.

New items are mainly added to ERC (53%), ABP (30%) and Baillieu (4%) libraries. There is no shelving pressure on these collections at present.

Branches	56%	Cultural Collections	2%	Total	58%
Store	33%	CARM	10%	Total	43%

ABP	6,540	30%
ERC	3,270	15%
Baillieu	870	4%
MSLE	870	4%
Store	7,190	33%
CARM	2,180	10%
Other	880	4%

Branch Items not circulated 2000 onwards	2,600	12%
ABP	1,680	8%
MSLE	380	2%
Research (ERC)	260	1%
Baillieu	150	0.5%
ERC	90	--
Other	40	--
Items created pre-2000	2,200	10%

Recommendations

- Reduce ABP collection by 30-40% prior to move to new ABP library.
- ERC should have sufficient room to cover growth for at least next six years.
- Transfer non-circulated Research collection items to Store.

APPLIED ANIMAL AND PLANT SCIENCES (630-639)

51. AGRICULTURE, FORESTRY, HORTICULTURE

Dewey : 630-635

Total items	Items Circ last 2 years	Items Circ last 5 years	Growth last 2 years
28,750	4,520 (16%)	8,340 (29%)	700 (1% per year)

This area is the primary collection area for all three MSLE branches (Burnley 13,330 items ; Dookie 4,650 items ; Creswick 3,460 items). Part of the MSLE collection has been transferred to ERC to support Parkville courses. Biosciences also has material covering applied plant sciences. Other branches and storage centres hold insignificant amounts. The area has a low Store/CARM percentage as MSLE libraries haven't transferred significant collections to Store.

Most new growth is in e-book items so growth has slowed in MSLE branches. New items are added mainly to ERC (40%), MSLE (40%) and Biosciences (7%). Creswick shelf utilisation is 91% and Burnley is 80%. Dookie has extensive space available.

Branches	91%	Cultural Collections	2%	Total	93%
Store	5%	CARM	2%	Total	7%

MSLE	21,440	75%
ERC	2,030	7%
Biosciences	1,410	5%
Store	1,550	6%
Other	2,320	8%

Branch Items not circulated 2000 onwards	8,410	29%
MSLE	6,960	24%
Research (ERC)	730	3%
Biosciences	410	1.5%
Other	310	2%
Items created pre-2000	6,480	23%

Recommendations

- Transfer Research collection items to Store.
- Increase Store percentage to 20% by transferring 2,700 items from Burnley LFR and Creswick libraries to Store.
- Investigate duplication of older items.

52. VETERINARY SCIENCE, ANIMAL MANAGEMENT

Dewey : 636-639

Total items	Items Circ last 2 years	Items Circ last 5 years	Growth last 2 years
15,150	3,950 (26%)	6,330 (42%)	1,080 (4% per year)

This set covers veterinary sciences and applied animal and wildlife management. The majority of this material is held in the Biosciences (Vet Science Werribee 5,050 items ; Vet Science Parkville 2,450 items ; Biomedical 610 items) and MSLE (Dookie 2,100 items ; Burnley 1,630 items ; Creswick 110 items). Vet Science Werribee recently transferred items from the compactus to Store. The Store percentage is still lower than the average.

There is not an exceptionally high level of shelving pressure in any major location, except that the Biomedical library compactus has reached full capacity. New items are mainly added to Biosciences (88% (Vet Science Werribee 50% / Vet Science Parkville 36%)) and ERC (4%). MSLE libraries added few print items and are mainly adding e-books to their collection.

Branches	84%	Cultural Collections	2%	Total	86%
Store	12%	CARM	2%	Total	14%

Biosciences	8,120	42%
MSLE	3,830	25%
Store	1,850	12%
Other	1,350	9%

Branch Items not circulated 2000 onwards	2,740	19%
MSLE	1,390	12%
Biosciences	1,180	6%
Research (ERC)	110	1%
Other	60	--
Items created pre-2000	2,130	14%

Recommendations

- Transfer Research collection to Store.
- Reduce duplication between older items in Vet Science, Dookie and Biomedical libraries.
- Expect growth of up to 3,000 items in next six years, mainly in Vet Science libraries.

BUSINESS (650-659)

53. BUSINESS, ACCOUNTING, MANAGEMENT

Dewey : 650-658.3

Total items	Items Circ last 2 years	Items Circ last 5 years	Growth last 2 years
19,650	4,620 (24%)	8,260 (42%)	1,150 (3% per year)

This set covers management, including corporate finance and personnel management. It also covers accounting, general business, office management, printing and writing skills. The majority of this material is held in the Giblin Eunson library. Baillieu library holds a range of items. Part of the Baillieu collection was being transferred to Store at the time of this analysis.

The Store/CARM percentage is above the average due to transfers as part of the development of the Giblin Eunson Library. The collection experiences a fairly high level of growth with 90% in the Giblin Eunson Library including a fairly large number of multi-copy textbooks. Shelving utilisation in Giblin Eunson Library main book collection is 70%. There is a relatively low number of non-circulated items as Giblin Eunson has transferred most of these to Store already.

Branches	67%	Cultural Collections	3%	Total	70%
Store	23%	CARM	7%	Total	30%

Giblin Eunson	10,220	52%
Baillieu	980	5%
MSLE	790	4%
Store	4,520	23%
CARM	1,380	7%
Other	1,760	9%

Branch Items not circulated 2000 onwards	1,410	7%
Research (Giblin Eunson/ERC/Baillieu)	810	4%
MSLE	240	1%
Baillieu	130	0.5%
Other	230	1%
Items created pre-2000	590	3%

Recommendations

- Dispose of older multi-copy items.
- Expect growth of up to 3,000 items over six years, mainly in Giblin Eunson. The collection should be able to handle this by managing duplicate copies.
- Consider transferring older Research collection items to Store.
- Determine location for remaining 650's Research collection items at ERC.

54. MANAGEMENT, MARKETING, ADVERTISING

Dewey : 658.4-659

Total items	Items Circ last 2 years	Items Circ last 5 years	Growth last 2 years
16,000	5,810 (37%)	9,560 (60%)	1,320 (4% per year)

This set covers marketing, advertising, public relations, leadership, teamwork, decision making in business, project management and strategic planning. The majority of these materials are held at the Giblin Eunson library. The Store/CARM percentage is close to the average for all collections. There is a high level of circulation of items in this area.

New growth is also high with 87% of new items in Giblin Eunson and 9% at ERC. There is a high level of new items for business courses in various faculties. There is a low amount of historical material and Cultural Collections has few items in this category. Pre-1980 items represent only 10% of the collection, with 50% of the collection published since 2000.

Branches	80%	Cultural Collections	--%	Total	80%
Store	16%	CARM	4%	Total	20%

Giblin Eunson	10,820	68%
ERC	620	4%
Store	2,570	16%
CARM	560	4%
Other	1,430	9%

Branch Items not circulated 2000 onwards	750	5%
Research (Giblin Eunson)	330	2%
Giblin Eunson	120	1%
Other	300	2%
Items created pre-2000	400	3%

Recommendations

- Expect growth of up to 4,000 items over next six years, mostly at Giblin Eunson.
- Transfer older items to Store. Dispose of older edition multi-copy items.
- Within 5 years, a transfer of 4,000 items from Giblin Eunson to Store will probably be required.

ART AND ARCHITECTURE (700-779)

55. ART, ART HISTORY

Dewey : 700-709.19

Total items	Items Circ last 2 years	Items Circ last 5 years	Growth last 2 years
21,550	7,230 (34%)	10,260 (48%)	1,520 (4% per year)

This set covers art philosophy and theory of art, art dictionaries, encyclopaedias and concordances, serials, education and research in the arts, as well as galleries, museums and private collections of fine and decorative arts. General art history is also included. The majority of these materials are held in the Baillieu (including Research and Cultural Collections) (56%) and Lenton Parr (23%) libraries. The Cultural Collections material is spread across a wide range of collections. The Library also holds material from the Art History library located in the Elizabeth Murdoch Building at Store.

The Store/CARM percentage is half of the average for all collections. Shelf utilisation in Baillieu is 75% in the folio area, 85% in the main collection and 90% in the Research collection. Lenton Parr book shelves have an 87% utilisation rate in this area, however have 20% of the collection is in the special collections and stack which has 100% utilisation. New item growth was mainly at Baillieu (42%), Lenton Parr (34%), Cultural Collections (9%) and Giblin Eunson (7%) libraries with half of the new items at Giblin Eunson being media items.

Branches	84%	Cultural Collections	6%	Total	90%
Store	9%	CARM	1%	Total	10%

Baillieu	10,850	50%
Lenton Parr	4,910	23%
Cultural Collections	1,240	6%
Giblin Eunson	1,090	5%
Store	1,860	9%
Other	1,600	7%

Branch Items not circulated 2000 onwards	3,840	18%
Research (Baillieu)	2,680	12%
Baillieu	560	3%
Lenton Parr	480	2%
Other	120	0.5%
Items created pre-2000	2,370	11%

Recommendations

- Integrate Research collection with Baillieu collection within 5 years.
- Increase Store percentage to 25% by transferring 3,200 items to Store from Research, Baillieu and Lenton Parr collections, primarily from non-circulated items.

- Expect growth up to 4,000 items in next six years, mainly in Baillieu and Lenton Parr libraries.
- Discuss issue of duplication between collections as material in Store increases.

56. ARTISTS, ART BY PLACE

Dewey : 709.2-709.9

Total items	Items Circ last 2 years	Items Circ last 5 years	Growth last 2 years
11,700	3,420 (29%)	5,270 (45%)	1,020 (5% per year)

This set covers biographies, histories and exhibitions of artists and art movements/genres. There are large collections in both the Baillieu library building (57%) collections, as well as a significant collection at the Lenton Parr library (27%), with similar spread to the previous set.

Collection growth has been rapid recently with nearly 10% growth over the last two years. New items are added to Baillieu (50%), Lenton Parr (42%), Cultural Collections (3%) and ABP (3%). The Store/CARM percentage is half of the average for all collections.

Branches	85%	Cultural Collections	5%	Total	90%
Store	9.5%	CARM	0.5%	Total	10%

Baillieu	6,080	52%
Lenton Parr	3,160	27%
Cultural Collections	590	5%
Store	1,170	10%
Other	700	6%

Branch Items not circulated 2000 onwards	2,160	18%
Research (Baillieu)	1,390	12%
Lenton Parr	370	3%
Baillieu	370	3%
Other	30	--
Items created pre-2000	1,400	12%

Recommendations

- Integrate Research collection with Baillieu collection within 5 years.
- Increase Store percentage to 25% by transferring 1,750 items to Store from Research, Baillieu and Lenton Parr collections, primarily from non-circulated items.
- Expect growth up to 3,000 items in next six years, mainly in Baillieu and Lenton Parr libraries.
- Discuss issue of duplication between collections as material in Store increases.

57. LANDSCAPE ARCHITECTURE, CITY PLANNING

Dewey : 710-719

Total items	Items Circ last 2 years	Items Circ last 5 years	Growth last 2 years
13,200	4,380 (33%)	6,040 (46%)	410 (1.5% per year)

This set covers materials related to the management and planning of public parks, playgrounds and recreation areas. It also covers landscape design (public and domestic), as well as city and regional planning. The collection is spread between the ABP library and Burnley library. A significant proportion has been transferred to the CARM shared collection.

The Store/CARM percentage is the average for all collections and has been increased by the transfer of part of the ABP Stack collection to Store. New item growth was primarily at ABP (82%) and Burnley (13%) libraries.

Branches	78.5%	Cultural Collections	0.5%	Total	79%
Store	4%	CARM	17%	Total	21%

ABP	7,240	55%
MSLE	2,770	21%
Store	530	4%
CARM	2,240	17%
Other	420	3%

Branch Items not circulated 2000 onwards	1,770	13%
ABP	1,050	8%
MSLE	460	3%
Research (ABP)	210	2%
Other	50	0.5%
Items created pre-2000	1,500	11%

Recommendations

- ABP Stack items transferred to Store as part of ABP Library relocation
- Baillieu and Research collection items have been integrated in ABP collection.
- Reduce ABP collection by at least 30% (2,200 items) to transfer collection to new library space.
- Expect growth of 1,000 items over next six years mainly in ABP collection.
- Discuss issue of ABP and Burnley duplication as material in Store increases.

58. ARCHITECTURE, ARCHITECTS

Dewey : 720-720.9

Total items	Items Circ last 2 years	Items Circ last 5 years	Growth last 2 years
17,300	7,590 (44%)	10,110 (58%)	1,140 (4% per year)

This set covers materials related to general aspects of architecture. By far the largest collection is held by the Architecture, Building and Planning library. The collections of the Baillieu were relocated and integrated to the ABP collection during the second half of 2012.

The Store/CARM percentage has been very low due to the availability of the compactus Stack store at the ABP library. The ABP building redevelopment has seen 510 items from the compactus sent to Store in this category increasing the Store/CARM percentage to 10%. This is still half of the average Store percentage. New item growth is high with 98% of items added to the ABP library. Shelving utilisation in the ABP library space at the ERC is 75-80%.

Branches	90%	Cultural Collections	3%	Total	93%
Store	2%	CARM	5%	Total	7%

ABP	14,930	86%
Cultural Collections	530	3%
CARM	830	5%
Store	310	2%
Other	700	4%

Branch Items not circulated 2000 onwards	2,060	12%
ABP	1,390	8%
Research (ABP)	560	3%
Other	110	1%
Items created pre-2000	1,430	8%

Recommendations

- ABP Stack items transferred to Store as part of ABP Library relocation
- Baillieu and Research collection items have been integrated in ABP collection, except for items purchased from the Pitt Bequest.
- Reduce ABP collection by at least 35% (5,300 items) to transfer collection to new library space.
- Expect growth of 3,000 items over next six years in the ABP collection.

59. ARCHITECTURE BY BUILDING TYPE

Dewey : 721-729

Total items	Items Circ last 2 years	Items Circ last 5 years	Growth last 2 years
17,800	6,240 (35%)	8,940 (50%)	850 (2% per year)

This set covers aspects of architecture relating to history, structures and buildings, design and decoration. Most of this collection is in the Architecture, Building and Planning library. Most of the collections held by the Baillieu Library were relocated to the ABP collection during the second half of 2012 bringing the ABP collection to about 80% of the total library collection. The Architecture Stack book collection of 580 items has been transferred to Store, of which 530 items were in the “not circulated 2000 onwards” category below.

The circulation of items in this area is quite high with half of the collection having circulated in the last five years. Pre-1900 items are held in both Special Collections and the Architecture Rare Book collection. Over 97% of the new items added were added to the ABP collection.

Branches	86%	Cultural Collections	4%	Total	90%
Store	2%	CARM	8%	Total	10%

ABP	14,670	82%
Lenton Parr	250	1%
Cultural Collections	660	4%
CARM	1,360	8%
Other	860	5%

Branch Items not circulated 2000 onwards	3,070	17%
ABP	1,600	9%
Research (ABP)	1,150	6%
Baillieu	230	1%
Other	90	0.5%
Items created pre-2000	1,840	10%

Recommendations

- ABP Stack items transferred to Store as part of ABP Library relocation
- Baillieu and Research collection items have been integrated in ABP collection except for items purchased from the Pitt Bequest.
- Reduce expanded ABP collection by at least 30% (est. 4,750 items of 16,000 total) over next three years to transfer collection to new library space.
- Expect growth of 2,500 items over next six years, virtually all in ABP collection.

6o. SCULPTURE, DRAWING, DECORATIVE ARTS

Dewey : 730-749

Total items	Items Circ last 2 years	Items Circ last 5 years	Growth last 2 years
23,400	5,210 (23%)	8,860 (38%)	970 (2% per year)

This set includes sculpture, pottery and jewellery (730s : 44%), various facets of drawing (740-744 : 24%) and decorative arts (745-749 : 32%) including textile arts, interior decoration, glass, furniture and accessories. The collection is spread mainly between Baillieu and Lenton Parr libraries. The ABP collection is strong in drawing, industrial design, interior design and furnishings. The Giblin Eunson collection is smaller and supports arts teaching in schools. The new items were divided between Baillieu (33%), Lenton Parr (33%), ABP (22%), Giblin Eunson (4% main, 3% textbook) and others (5%).

There is a fairly high number of non-circulated items in branches, mainly in the Baillieu collections. The percentage of items in store is 35% lower than the average for all collections. There is also a high overlap of duplication, especially between Parkville collections and Lenton Parr.

Branches	80%	Cultural Collections	6%	Total	86%
Store	12%	CARM	2%	Total	14%

Baillieu	10,760	46%
Lenton Parr	4,210	18%
ABP	1,870	8%
Cultural Collections	1,400	6%
Giblin Eunson	1,080	5%
Store	2,800	12%
Other	940	4%

Branch Items not circulated 2000 onwards	5,310	23%
Research (Baillieu)	2,890	12%
Baillieu	1,040	4%
Lenton Parr	1,040	4%
ABP	260	1%
Other	80	--
Items created pre-2000	3,500	15%

Recommendations

- Expect growth of around 3,000 items over next six years distributed mainly between Baillieu, Lenton Parr and ABP collections
- ABP collection needs to be reduced by 30-40% to fit new library space
- Increase Store holdings by conducting relegation projects on Baillieu and Lenton Parr collections
- Integrate Research collection with Baillieu main collection within 3-5 years
- Discuss issue of collection duplication as material in Store increases.

61. PAINTING

Dewey : 750-759

Total items	Items Circ last 2 years	Items Circ last 5 years	Growth last 2 years
23,500	5,700 (24%)	10,200 (43%)	880 (2% per year)

Both Baillieu and Lenton Parr libraries have excellent collections covering the visual arts and painting. There is a low percentage of items in Store and virtually no material transferred to the combined ownership CARM store. New items were added to Lenton Parr (45%), Baillieu (43%), Special Collections (4%) and other libraries (8%).

There is a fair amount of duplication between and within collections. A random sample of 400 items found 13% duplication. The percentage of non-circulated items is also fairly high. A high number of folio sized items is expected in this category.

Branches	87%	Cultural Collections	4%	Total	91%
Store	8%	CARM	--	Total	8%

Baillieu	13,580	57%
Lenton Parr	5,850	25%
Store	1,920	8%
Cultural Collections	900	4%
Other	1,270	5%

Branch Items not circulated 2000 onwards	5,640	24%
Research (Baillieu)	2,960	13%
Baillieu	1,520	6%
Lenton Parr	1,050	4%
Other	110	0.5%
Items created pre-2000	3,650	15%

Recommendations

- Expect growth of around 2,500 items over next six years distributed mainly between Baillieu and Lenton Parr collections
- Increase Store holdings by conducting relegation projects on Baillieu and Lenton Parr collections
- Integrate Research collection with Baillieu main collection within 3-5 years
- Discuss impact of duplication as collection in Store increases.

62. PRINTS, PHOTOGRAPHY

Dewey : 760-779

Total items	Items Circ last 2 years	Items Circ last 5 years	Growth last 2 years
10,900	2,510 (23%)	4,470 (41%)	570 (3% per year)

This collection contains materials related to printmaking and prints, photography, computer art, cinematography, videography, digital photography and digital art. The largest repositories are the Lenton Parr and Baillieu libraries. Cultural Collections also holds a significant amount of material. Cultural Collections has an extensive prints collection which is not included in the library catalogue.

The Store percentage is under half of the average for all collections. As with all of the arts categories, the issue of multi-branch item duplication will become more significant as the percentage of material in Store increases. New items are added to Lenton Parr (46%), Baillieu (36%), Cultural Collections (7%) and ABP (6%).

Branches	74%	Cultural Collections	16%	Total	90%
Store	9%	CARM	1%	Total	10%

Lenton Parr	3,710	34%
Baillieu	3,380	31%
Cultural Collections	1,740	16%
Store	980	9%
Giblin Eunson	440	4%
Other	650	6%

Branch Items not circulated 2000 onwards	1,420	13%
Lenton Parr	580	5%
Research (Baillieu)	370	3%
Baillieu	340	3%
Other	170	1%
Items created pre-2000	860	8%

Recommendations

- Expect growth of around 1,600 items over the next six years distributed mainly between Lenton Parr and Baillieu collections
- Increase Store holdings by conducting relegation projects on Baillieu and Lenton Parr collections.
- Integrate Research collection with Baillieu main collection within 3-5 years
- Discuss impact of duplication as collection in Store increases. Also, consider duplicates in Lenton Parr Stack collection.

MUSIC, FILM AND TV, PERFORMING ARTS AND RECREATION (780-799)

63. MUSIC, COMPOSERS

Dewey : 780-780.9

Total items	Items Circ last 2 years	Items Circ last 5 years	Growth last 2 years
25,640 (16,410 + LHD Collected Editions 9,230)	4,270 (16%) (26% without Collected Editions)	6,830 (26%) (42% without Collected Editions)	770 (1.5% per year)

Includes materials on the philosophy and theory of music. Music dictionaries, music education, research, histories, geographic treatments, biographies and performances are also covered. The majority of these materials are held in the Louise Hanson-Dyer Music and Lenton Parr libraries. Of the new items received over the last two years, the majority went to the Louise Hanson-Dyer Music (72% with the Collected Editions collection representing 36%), Lenton Parr (13%) and Giblin Eunson (5%) libraries

A significant component of this collection set is formed by the Louise Hanson-Dyer Music Collected Editions collection (9,230 items, 36%) which is for Library Use Only and therefore not included in the circulation figures or the branch items not circulated figure. There is a relatively low percentage of material in Store. Shelf utilisation is around 75% in the Louise Hanson-Dyer Music monograph collection, 90% in the Collected Editions collection and 85% in the Lenton Parr monograph collection.

Branches	86%	Cultural Collections	4%	Total	90%
Store	7%	CARM	4%	Total	11%

Louise Hanson-Dyer	18,230	71%
Lenton Parr	3,050	12%
Cultural Collections	970	4%
Store	1,660	6%
CARM	810	3%
Other	920	4%

Branch Items not circulated 2000 onwards	1,370	5%
Lenton Parr	620	2%
Research (LHD)	380	1%
Louise Hanson-Dyer	300	1%
Other	70	--
Items created pre-2000	940	4%

Recommendations

- Expect growth of 2,200 items over the next six years, mainly in Louise Hanson-Dyer Music and Lenton Parr collections.

- Transfer up to 3,600 items to Store bringing the Store percentage up to 25% to cover growth and improve shelf capacity utilisation in the Collected Editions and Lenton Parr collections.
- Research collection has been incorporated to the Louise Hanson-Dyer Music collection

64. MUSIC THEORY, SINGING, MUSIC BY TYPE AND INSTRUMENT

Dewey : 781-789

Total items	Items Circ last 2 years	Items Circ last 5 years	Growth last 2 years
26,750	7,110 (26%)	11,350 (42%)	850 (1.5% per year)

Includes principles and forms of music, as well as material relating to ensembles, voices, instruments, composers and traditions of music. The Louise Hanson-Dyer Music and Lenton Parr libraries hold the majority of items. There is also a significant music education collection held in the Giblin Eunson library including 1,500 CDs and DVDs. The ERC collection is primarily a phonograph record collection which has transferred to Store in the second half of 2012.

The new item growth were added to Louise Hanson-Dyer Music (360 items, 42%), Lenton Parr (280 items, 33%), Giblin Eunson (14%) and Baillieu (5%) libraries. (Louise Hanson-Dyer Music and Lenton Parr libraries also collect items with older publication dates which were specifically excluded from this analysis to avoid bias from retrospective item cataloguing of various collections. Including these items in this category increases Lenton Parr new items to 420 items and Louise Hanson-Dyer Music new items to 485 items).

Again, the Louise Hanson-Dyer Music Collected Editions collection represents 10% of this collection set but is library use only so does not contribute to the item circulation count or the non circulated items. There is also a spread of formats in this collection set with 2,220 music scores (mainly the Collected Editions), 1,360 CDs, 1,310 vinyl LPs, 650 DVD/VHS videos and 280 kits.

Branches	85%	Cultural Collections	2%	Total	87%
Store	9%	CARM	4%	Total	13%

Louise Hanson-Dyer	13,550	51%
Lenton Parr	4,870	18%
Giblin Eunson	2,070	8%
ERC	1,000	4%
Baillieu	700	3%
Store	2,400	9%
CARM	1,120	4%
Other	930	3%

Branch Items not circulated 2000 onwards	2,340	9%
Louise Hanson-Dyer	970	4%
Lenton Parr	820	3%
Research (LHD)	410	2%
Other	140	--
Items created pre-2000	1,820	7%

Recommendations

- ERC phonograph collection transferred to Store in 2012
- Transfer Baillieu library collection to Louise Hanson-Dyer Music library
- Expect up to 2,500 new items over the next six years mainly in Louise Hanson-Dyer Music, Lenton Parr and Giblin Eunson collections.
- Consider relegation to store of items from Lenton Parr library and Louise Hanson-Dyer Music Collected Editions collection to improve shelf utilisation and allow for growth.

65. MUSIC SCORES : LOUISE HANSON-DYER MUSIC LIBRARY

Total items	Items Circ last 2 years	Items Circ last 5 years	Growth last 2 years
64,400 *	12,420 (19%)	23,900 (37%)	5,780 (5% per year)

*Items are created for each part of a score in the Louise Hanson-Dyer Music Library.

The Louise Hanson-Dyer Music Library contains an extensive collection of music scores supporting the requirements of the Victorian College of the Arts and Melbourne Conservatorium of Music for performance, research and teaching. The scores collection is partly available for circulation and partly rare and orchestral set material for library use only, research or orchestral performances.

The Louise Hanson-Dyer Music Library Collected Editions collection is classified with Dewey numbers and items are included in Category 63 and 64 (Music, Composers ; Music by Type and Instrument). The Scores in this set are arranged by category according to instrument or form of composition.

Generally, scores have not been placed in off campus storage due to their specialized classification system and the user benefits from having the collection in one place. The Tuckwell collection is partially stored at Bundoora Store. Uncatalogued scores are held in a variety of locations in the Baillieu library in storage.

The collection grew by 4,770 items between July 2008-June 2010 and 5,780 items between July 2010-June 2012.

Louise Hanson-Dyer Scores	51,910	81%	App. 370 shelves
Louise Hanson-Dyer Rare Books	5,800	9%	App. 82 shelves
Louise Hanson-Dyer Miniature Score	5,330	8%	App. 50 shelves
Louise Hanson-Dyer Reserve	400	0.5%	
Bundoora Music Rare Books	950	1.5%	

Branch Items not circulated 2000 onwards	18,000	28%
Louise Hanson-Dyer Scores	16,370	25%
Louise Hanson-Dyer Miniature Score	1,610	3%
Louise Hanson-Dyer Reserve	16	--
Items created pre-2000	12,290	19%

Recommendations

- Continue program of cataloguing uncatalogued scores.
- Ensure that enough other collections are transferred to Store to allow sufficient growth room for shelving scores in the Louise Hanson-Dyer Music library

66. MUSIC SCORES AND COLLECTED EDITIONS : LENTON PARR MUSIC, VISUAL AND PERFORMING ARTS LIBRARY

Total items	Items Circ last 2 years	Items Circ last 5 years	Growth last 2 years
31,250 *	7,590 (24%)	13,100 (42%)	1,030 (1.5% per year)

*Items are created for a full collection of score parts at Lenton Parr Music, Visual and Performing Arts Library. As the item definition for scores differs between the two libraries, the number of shelves has been included in the collection distribution table to improve the comparison of the two collections. Both collections have had item circulation rates that are of the same magnitude in percentage terms.

At the Lenton Parr Library, both Collected Editions and scores are classified using the British Catalogue of Music classification scheme. The Lenton Parr scores collection supports research, teaching and performance at the Victorian College of the Arts and Melbourne Conservatorium of Music. Orchestral collections are available for orchestra use only through arrangement with the Librarian. The scores collection is well utilised with 42% of scores circulated within the last five years. The Collected Editions collection is not for loan. The Lenton Parr Library also have a significant amount of uncatalogued scores in the Closed Stack as parts of various collections. The Closed Stack also contains 60 shelves of Orchestral collections.

Lenton Parr Scores	30,200	97%	App. 277 shelves
Lenton Parr Collected Editions	630	2%	Incl above
Lenton Parr Stack	250	1%	
Lenton Parr Library Use / High Use	160	0.5%	

Branch Items not circulated 2000 onwards	11,120	35%
Lenton Parr Scores	11,120	35%
Items created pre-2000	7,550	24%

Recommendations

- Continue cataloguing of uncatalogued scores from the Closed Stack.

- The Scores collection is in a defined area of Lenton Parr Library with a 5 year growth space available.

67. AUDIOVISUAL COLLECTIONS (NON-DEWEY) : LOUISE HANSON-DYER MUSIC LIBRARY

Total items	Items Circ last 2 years	Items Circ last 5 years	Growth last 2 years
20,000	7,010 (35%)	10,980 (55%)	2,140 (5% per year)

This category reports on material that is arranged by non-Dewey classification within the Louise Hanson-Dyer Music Library collection that are audiovisual items.

Louise Hanson-Dyer Music Library contains a large collection of CDs, records, DVDs and sound cassettes covering all forms of music. The collection is well utilised, especially the CD and DVD collections. Most of the items in the general books location code are sound cassettes that are part of the Smithsonian Folkways series. The collections are arranged primarily in running number sequences within their format locations. It should be noted that the Records and Cassettes collections are library use only and therefore not included in the non-circulated item count.

The CD collection space in the Louise Hanson-Dyer Music Library is currently utilised 99% and the LP collection utilises 90% of the space available.

The new items include 1,190 CD items, 340 DVD items, 500 LPs and 65 rare book collection items (mainly CDs that are part of the Tuckwell collection). The new items include 190 guides that come with CDs and DVDs.

Louise Hanson-Dyer CD	13,450	67%
Louise Hanson-Dyer Records (LPs)	4,460	22%
Louise Hanson-Dyer DVD	1,100	5.5%
Louise Hanson-Dyer Cassettes	650	3%
Louise Hanson-Dyer Books	170	1%
Other locations	150	1%

Branch Items not circulated 2000 onwards	680	3%
Louise Hanson-Dyer CD	640	3%
Louise Hanson-Dyer DVD	30	--
Items created pre-2000	210	1%

Recommendations :

- Continue to maintain these collections in the Louise Hanson-Dyer Music library. This could require rearrangement of the CD space as this continues to grow.
- Expect that growth of 5% a year will not be sustained, especially with the rapid growth in digital music provision. At growth of 2% per year, an additional 2,400 items can be expected within the next six years, primarily CDs, LPs and DVDs. Space requirements for this collection is

difficult to ascertain due to the different space taken up by various items including multi-disc items.

68. AUDIOVISUAL COLLECTIONS (NON-DEWEY) : LENTON PARR MUSIC, VISUAL AND PERFORMING ARTS LIBRARY

Total items	Items Circ last 2 years	Items Circ last 5 years	Growth last 2 years
23,800	8,880 (37%)	11,550 (49%)	3,910 (8% per year)

This set covers non-Dewey arranged material at the Lenton Parr Music, Visual and Performing Arts Library that are audiovisual items. The collection is composed of various media mainly kept in running number sequences within the format area. The collection is well utilised with half of the items having circulated at least once over the last five years and has a low percentage of items not circulated since 2000. It should be noted that the vinyl disc collection is library use only and therefore not included in the non-circulated item count.

The collection has experienced tremendous growth over 2010-2011 at 2,115 items per year which is an unmatched previous rate. Average growth rates in item numbers over previous years were 1225 items per year (2000-2002), 600 items per year (2003-2005), 1000 items per year (2006-2008) and 1770 items in 2009. The new items included 2,450 DVDs, 1,390 CDs and 65 CDROMs. These item numbers include some media guides/inserts. It might be expected that with the development of streaming music and video services that this growth rate will taper off in future.

Lenton Parr CD	8,450	36%
Lenton Parr VDisc (Records)	7,140	30%
Lenton Parr DVD	5,890	25%
Lenton Parr Video	820	3%
Lenton Parr Stack	690	3%
Lenton Parr CDROM / LD	380	1.5%
Other	430	2%

Branch Items not circulated 2000 onwards	850	3.5%
Lenton Parr CD	600	2.5%
Lenton Parr Video	140	0.5%
Other	110	0.5%
Items created pre-2000	240	1%

Recommendations :

- Continue to maintain media collections within Lenton Parr library. Consider transferring selected stack and video collections to Store to provide increased shelving space for DVD and CD collections.
- Expect growth over the next 6 years of up to 10,000 items, mainly DVDs and CDs including guides. Shelving space allocated to the DVD and CD collections will need to be increased by one third to provide enough storage.

69. CINEMA STUDIES & TELEVISION (INCLUDING DVD COLLECTIONS)

Dewey : 791-791.9

Total items	Items Circ last 2 years	Items Circ last 5 years	Growth last 2 years
23,050	10,660 (46%)	15,040 (65%)	2,710 (6% per year)

This range includes materials supporting Cinema Studies and also puppetry (791.5). It includes a high media component of films in VHS and DVD format. The Baillieu, Research and Lenton Parr collections are primarily made up of books. Lenton Parr's DVD film collection is classified with a running number sequence and is included in set 68 (Lenton Parr Audiovisual Collections). The ERC collection includes 6,400 DVDs, 340 laser discs and 220 videos. The Giblin Eunson collection includes 300 DVDs, 150 kits (this call number range also covers puppet kits) and 40 videos. The Store includes a VHS video collection including 2,220 videos in this Dewey range. Each DVD in a boxed set is treated as a separate barcoded item.

New items in the last two years were added to ERC (1,700), Baillieu /Research (530), Lenton Parr (270) and Giblin Eunson (180). Most new items added to the ERC collection are due to a project to rehouse multi-disc sets so the growth rate will not be consistent with the long term average. Lenton Parr new items included a number of class sets of motion picture screenplays. However, the collection is generally growing rapidly. The collection is heavily utilised.

Branches	82.5%	Cultural Collections	0.5	Total	84%
Store	16%	CARM	--	Total	16%

ERC - DVD/LD	7,080	31%
Baillieu	6,400	27%
Lenton Parr	3,800	17%
Giblin Eunson	1,540	8%
Store	3,470	16%
Other	760	1%

Branch Items not circulated 2000 onwards	1,570	7%
Lenton Parr	680	3%
Research (Baillieu)	480	2%
Baillieu	340	1%
Other	70	--
Items created pre-2000	1,000	4%

Recommendations

- Future growth for this area cannot be extrapolated from current growth figures due to extraordinary circumstances in the last two years.
- ERC DVD collection should be transferred to Baillieu library within 5 years.

- Retain DVD collections on campus. Transfer to Store approximately 20% of Baillieu, Research and Lenton Parr book collections to provide room for 6 years new growth.
- Integrate remaining Research collection items with Baillieu collection

70. PERFORMING ARTS, THEATRE, DANCE, SPORT AND GAMES

Dewey : 790-790.9 & 792-799

Total items	Items Circ last 2 years	Items Circ last 5 years	Growth last 2 years
18,000	3,820 (21%)	6,870 (38%)	840 (2% per year)

This set includes three separate main areas. The first two areas cover the performing arts including theatre studies, musical theatre and ballet (792 : 8,450 items) with large collections in Lenton Parr and Baillieu/Research libraries and other forms of dance and also games and puzzles (793: 2,130 items) which is again covered mainly by Lenton Parr library and also in Giblin Eunson library covering education components. The Lasica Collection at Lenton Parr Library has a significant emphasis on performing arts, especially dance with over 700 items in this area.

The third area includes sports, toys, games including computer games and recreation (790, 794-799: 7,400 items). There are collections in Giblin Eunson and Baillieu collections. The collection in the area of sports is light compared to general public libraries however there are still reasonably sized collections with 520 items on the various football codes and 270 items on cricket. The Villiers collection in Special Collections focuses on sailing and maritime pursuits.

The amount in Store is close to the average for all collections. New items were mainly added to Giblin Eunson (240 main, 100 textbook), Lenton Parr (220), Baillieu (180) and Cultural Collections (50).

Branches	76%	Cultural Collections	5%	Total	81%
Store	15%	CARM	4%	Total	19%

Baillieu	4,900	27%
Lenton Parr	4,280	24%
Giblin Eunson	2,800	16%
Cultural Collections	680	4%
Louise Hanson-Dyer	380	2%
Store	2,740	15%
CARM	730	4%
Other	670	4%

Branch Items not circulated 2000 onwards	2,920	16%
Research (Baillieu)	1,400	8%
Lenton Parr	860	5%
Baillieu	390	2%
MSLE	80	0.5%
Giblin Eunson	60	--
Other	130	0.5%
Items created pre-2000	2,060	11%

Recommendations

- Expect growth of 2,500 items spread across various collections over the next six years.
- Consider Store for low use and non-circulating items, especially from Baillieu, Research and Lenton Parr collections, to cover expected growth bringing the Store percentage to around 33%. Most Baillieu non-circulated items will have transferred to Store in the 2012 700's Store relegation project.

LITERATURE (800-899)

71. LITERATURE, WRITING, PUBLIC SPEAKING, LITERARY HISTORY

Dewey: 800-809

Total items	Circ last 2 years	Circ last 5 years	Growth last 2 years
20,250	6,020 (30%)	8,750 (43%)	900 (2% per year)

This set covers literature philosophy and theory, dictionaries, encyclopaedias, literature education, research, rhetoric, history, description, critical appraisal and collections of literary texts. The largest collections are contained in the Baillieu and Research collections. This is the most distributed of the literature sets across libraries as the classification includes writing for theses, academic writing and public speaking.

The Store percentage is average for all collections. New growth items were added primarily to Baillieu (560 items, 62%), Giblin Eunson (180 items, 20%) and Lenton Parr (70 items, 8%) libraries. There is a fairly large component of non-circulated items primarily from the Research collection.

Branches	75%	Cultural Collections	2%	Total	77%
Store	21%	CARM	1%	Total	23%

Baillieu	10,930	54%
Giblin Eunson	2,230	11%
Lenton Parr	1,010	5%
Store	4,250	21%
Other	1,820	9%

Branch Items not circulated 2000 onwards	3,880	19%
Research (Baillieu)	3,160	16%
Baillieu	340	2%
Lenton Parr	200	1%
Other	180	1%
Items created pre-2000	2,120	10%

Recommendations

- Integrate Baillieu and Research collections within 3-5 years.
- Expect growth of 2,500 items over next six years mainly in Baillieu, Giblin Eunson and Lenton Parr libraries.
- Transfer older books from other libraries to Store.
- Increase Store percentage to 35% by transferring up to 2,400 items to Store from various collections to provide room for collection growth.

72. AUSTRALASIAN LITERATURE

Dewey: A820-NG829

Total items	Circ last 2 years	Circ last 5 years	Growth last 2 years
17,800	2,960 (17%)	4,990 (28%)	1,340 (4% per year)

This set covers all aspects of Australasian literature, including works of fiction, poetry and drama in collections using the A820s, NZ820s and NG820s classification system. The collection is mainly divided between Baillieu, Cultural Collections, Lenton Parr and Store.

One-third of the set is held in Cultural Collections and is not for loan. The primary collections in Special Collections holding material include the AX (2940 items), Nicholson (2270 items) and Meanjin (290 items) collections. The McLaren collection in Cultural Collections has extensive Australian literature holdings and is treated separately in this analysis as it is not organised by Dewey number.

There is also a significant percentage that has been relegated to the Store. This is primarily from the Australiana collection (2,180 items) which represents the Research collection component. There is significant duplication across branches and between branches and Cultural Collections.

New items were added to Baillieu (680), Cultural Collections (510), Lenton Parr (110) and Giblin Eunson (35) libraries.

Branches	47%	Cultural Collections	33%	Total	80%
Store	19%	CARM	1%	Total	20%

Baillieu	6,240	35%
Cultural Collections	5,880	33%
Lenton Parr	1,250	7%
Giblin Eunson	710	4%
Store	3,390	19%
Other	350	2%

Branch Items not circulated 2000 onwards	1,490	8%
Baillieu	1,150	6%
Lenton Parr	310	2%
Other	30	--
Items created pre-2000	1,170	7%

Recommendations

- Discuss impact of collection duplication as material in Store increases.
- Expect growth of 3,000 items over next six years with half of growth in Baillieu library and significant growth in the Special Collections AX collection.

73. AMERICAN LITERATURE

Dewey: 810-819

Total items	Circ last 2 years	Circ last 5 years	Growth last 2 years
30,050	6,350 (21%)	10,610 (35%)	2,250 (4% per year)

This set covers all aspects of literature from the United States, including works of fiction, poetry and drama. Half of this collection is currently held in the Baillieu library. There is also a significant percentage that has been relegated to the Dawson Street library store.

Of the new items in the last two years, virtually all were added to the Baillieu library collection (2,170 items, 97%). Gibling Eunson and Lenton Parr collections received 20-30 new additions each.

There is some duplication between collections but it is not heavy.

Branches	65%	Cultural Collections	4%	Total	69%
Store	30%	CARM	1%	Total	31%

Baillieu	18,020	60%
Lenton Parr	900	3%
Store	9,010	30%
Other	2,120	7%

Branch Items not circulated 2000 onwards	4,150	14%
Research (Baillieu)	2,420	8%
Baillieu	1,500	5%
Lenton Parr	220	0.5%
Other	10	--
Items created pre-2000	1,720	6%

Recommendations

- Ensure space for up to 6,000 new items in Baillieu library over the next six years. Continue to transfer older editions and low circulation items to Store from Baillieu and Research collections.
- Integrate Research collection with Baillieu main collection.

74. ENGLISH LITERATURE : EXCLUDING FICTION

Dewey: 820-822, 824-829

Total items	Circ last 2 years	Circ last 5 years	Growth last 2 years
41,600	8,350 (20%)	13,890 (33%)	890 (1% per year)

This set covers all aspects of literature from the United Kingdom, including works of poetry and drama. With the transfer of the Research collection from ERC to Baillieu, the majority of this collection is now in the Baillieu building (71%) and primarily supports the requirements of the English and Theatre Studies program in the School of Culture and Communication. The percentage in the library Store is the average for all collections. There are also smaller literature collections at Lenton Parr and Giblin Eunson libraries.

The Store component percentage is around the average for all collection areas. There is a substantial number of non-circulated books in the Research collection, enough to cover collection growth for nearly fifteen years if sent to Store as growth space is required. An assessment of 500 items in title order identified a duplicate rate of 8%, mainly between collections and between collections and store.

New items in the last two years were added to Baillieu (780), ERC (50), Giblin Eunson (35) and Lenton Parr (30) libraries. Cultural Collections received 7 new items dated 1990 onwards but created 410 item records for older items across various collections. The new ERC items were mainly a set of DVDs on Shakespeare.

Branches	65%	Cultural Collections	14%	Total	79%
Store	20%	CARM	1%	Total	21%

Baillieu	23,710	57%
Cultural Collections	5,820	14%
Lenton Parr	2,500	6%
Giblin Eunson	830	2%
Store	8,320	20%
Other	420	1%

Branch Items not circulated 2000 onwards	7,970	19%
Research (Baillieu)	6,250	15%
Baillieu	970	2%
Lenton Parr	720	2%
Other	30	--
Items created pre-2000	3,600	9%

Recommendations

- Integrate Research collection with Baillieu main collection
- Expect growth of 2,500 items over the next six years mainly in the Baillieu main collection.

- Increase store percentage to 28% by transferring 2,900 items from Research, Baillieu and Lenton Parr collections to cover growth and improve the utilisation of shelving.
- Reduce unclear cutter number in call numbers in Baillieu collections. This project affects all 800 subject categories.
- Develop a strategy to deal with duplication between Lenton Parr collections and Parkville/Store for long term preservation.

75. ENGLISH FICTION

Dewey: 823-823.9

Total items	Circ last 2 years	Circ last 5 years	Growth last 2 years
26,950	4,990 (18%)	8,460 (31%)	500 (1% per year)

This set covers works of fiction from the United Kingdom. Reading a novel a day, it would require 75 years to read through the University's dewey classified English fiction collection. The majority of the collection will now be housed in the Baillieu library, including Cultural Collections, (77%) following the transfer of the Research collection from the ERC. Lenton Parr library has a relatively small fiction collection with 400 items, as the major focus in the Lenton Parr literature collection is drama.

The percentage of items in Store is 20% lower than the average for all collections and lower than the general English literature area, probably due to the higher percentage in Cultural Collections. There is a fairly large number of non-circulated branch items, primarily in the Research collection. Transferring these to Store would create room for twenty years of growth at the current rate. A check of 500 items in title order identified a duplication rate of 4%, mainly between branches or store and cultural collections items.

New growth over the last two years has been comparatively low which is surprising as this area has traditionally been difficult to manage in the Baillieu library due to rapid growth. New item growth was predominantly in the Baillieu collection (450 items, 90%) with 20 items added to Giblin Eunson and Cultural Collections. Cultural Collections also added over 1,200 item records to the catalogue in the last two years for pre-1990 items from cataloguing of the Poynton, BX and Morgan collections.

Branches	61%	Cultural Collections	21%	Total	81%
Store	15%	CARM	3%	Total	18%

Baillieu	15,090	56%
Cultural Collections	5,660	21%
Giblin Eunson	810	3%
Store	4,040	15%
CARM	810	3%
Other	540	2%

Branch Items not circulated 2000 onwards	4,600	17%
Research (Baillieu)	3,950	15%
Baillieu	520	2%
Other	130	0.5%
Items created pre-2000	1,680	6%

Recommendations

- Expect growth over the next 6 years of up to 1,500 items with most in the Baillieu collection.
- Increase Store percentage to 25% by transferring up to 2,000 items from Research and Baillieu collections to cover growth and improve Baillieu shelf utilisation.
- Integrate Research and Baillieu collections.

76. JUNIOR FICTION AND PICTURE BOOK COLLECTION

Total items	Circ last 2 years	Circ last 5 years	Growth last 2 years
13,700	6,760 (49%)	9,940 (73%)	1,370 (5% per year)

The Junior Fiction and Picture Book collections support literacy teaching in the Melbourne Graduate School of Education. The on campus collection is located in the Giblin Eunson Library, arranged in author order. Two thousand items were transferred to Bundoora Store in July 2011 during the transfer of education collections to the Giblin Eunson. The Library also has a collection of Award Winning children's literature. Cultural Collections also have a number of collections covering junior books including the Morgan Collection and the School Fiction Collection which are included under other categories.

The collection is one of the most utilised of all in the Library with three quarters of the collection circulated over the last five years. All of the non-circulated items are recent additions to the collection. The collection has grown rapidly in the last two years.

Branches	61%	Cultural Collections	24%	Total	85%
Store	15%	CARM	--	Total	15%

Giblin Eunson Junior Fiction	5,970	44%
Giblin Eunson Picture Book	5,440	40%
Giblin Eunson Awards / Graphic Novels	510	4%
Store	2,020	15%

Branch Items not circulated 2000 onwards	230	1.5%
Giblin Eunson Junior Fiction	170	1%
Giblin Eunson Picture Book	60	0.5%
Items created pre-2000	0	--

Recommendations

- Expect up to 4,000 additional items over the next six years.
- Shelf utilisation in Giblin Eunson is 60% and there are 26 empty bays at the end of the junior fiction collection on Level 1. No material should need to be sent to Store in the near future.

77. GERMAN LITERATURE

Dewey: 830-839

Total items	Circ last 2 years	Circ last 5 years	Growth last 2 years
38,600	2,270 (6%)	4,810 (12%)	290 (0.5% per year)

This set covers all aspects of literature from Germany, including works of fiction, poetry and drama. It also covers literature from Scandinavian countries and Dutch literature. The collection supports the German Studies program in the School of Languages and Linguistics. The collection is now located in the Baillieu library building (73%) and at Store (26%).

The Store percentage is higher than the average for all collections, however there is still a very large amount of non-circulated items in the Research collection. The circulation utilisation is also comparatively low.

New item growth in the last two year period was comparatively low and may not be indicative of normal conditions. Ninety-seven percent of new items added to the collections went to the Baillieu library collection. Special Collections catalogued a further 60 older items in the period, mainly from cataloguing of the Poynton collection. Special Collections has a large Dutch language collection still to be catalogued in the ERC compactus.

Branches	68%	Cultural Collections	6%	Total	74%
Store	25%	CARM	1%	Total	26%

Baillieu	25,860	67%
Cultural Collections	2,320	6%
Store	9,650	25%
Other	770	2%

Branch Items not circulated 2000 onwards	17,090	44%
Research (Baillieu)	15,950	41%
Baillieu	1,060	3%
Other	80	0%
Items created pre-2000	8,300	22%

Recommendations

- Expect up to 900 new items over the next six years, virtually all added to the Baillieu book collection.
- Increase Store percentage to around 33% by transferring 2,700 items from non-circulating Research collection items to cover new item growth in German and English fiction and improve Baillieu shelf utilisation.
- Integrate Research and Baillieu collections.

78. FRENCH LITERATURE

Dewey: 840-849

Total items	Circ last 2 years	Circ last 5 years	Growth last 2 years
28,150	2,730 (9%)	5,220 (18%)	260 (0.5% per year)

This set covers all aspects of literature from France, including works of fiction, poetry and drama. The collection supports the French Studies program within the School of Languages and Linguistics. Like the German literature collection, the collection is now located either in the Baillieu library (78%) or at Store (17%) following the transfer of the Research collection to the Baillieu library in 2012.

There is a high percentage of non-circulated branch items in the Research collection. New item growth in the last two years has been comparatively low. Ninety-five percent of new items were added to the Baillieu library (250 items). Cultural Collections added a further 165 pre-1990 items to the catalogue primarily through cataloguing of the Poynton collection.

Branches	73%	Cultural Collections	9%	Total	81%
Store	17%	CARM	1%	Total	18%

Baillieu	19,740	69%
Cultural Collections	2,580	9%
Store	4,860	17%
Other	1,420	5%

Branch Items not circulated 2000 onwards	11,280	39%
Research (Baillieu)	10,760	38%
Baillieu	410	1%
Other	110	0%
Items created pre-2000	3,390	12%

Recommendations

- Expect up to 750 new items added to the Baillieu library collection over the next six years.
- Increase Store percentage to 25% by transferring 2,250 non-circulating Research items to Store prior to integration to cover growth and improve Baillieu shelf utilisation.
- Integrate Research and Baillieu collections.

79. ITALIAN, SPANISH, LATIN AND GREEK LITERATURE

Dewey: 850-889

Total items	Circ last 2 years	Circ last 5 years	Growth last 2 years
30,550	4,490 (14%)	7,490 (24%)	630 (1% per year)

This set covers the literature of Italy and Romania (Dewey 850-859 : 13,870 items) and Spain and Portugal (860-869 : 3,360 items). It also includes Latin and Italic literatures (870-879 : 4,860 items) and Greek classical (880-888 : 6,240 items) and modern Greek literatures (889 : 2,220 items). It supports the School of Languages and Linguistics and the Classics and Archaeology program within School of Historical and Philosophical Studies.

The collection is mainly housed in the Baillieu library building, including Cultural Collections (73%). One quarter of the collection has been relegated to the Store. Non-circulated items are quite high, especially in the Research collection.

Ninety-eight percent of new items are added to the Baillieu library collections (615 items). Cultural Collections added a further 370 pre-1990 items to the catalogue in the two year period mainly from the Poynton and BX collections.

Branches	70%	Cultural Collections	4%	Total	74%
Store	25%	CARM	1%	Total	26%

Baillieu	21,520	69%
Cultural Collections	1,250	4%
Store	7,800	25%
Other	630	2%

Branch Items not circulated 2000 onwards	9,560	31%
Research (Baillieu)	7,690	25%
Baillieu	1,770	6%
Other	100	0%
Items created pre-2000	5,410	17%

Recommendations

- Expect growth of up to 1,800 items over next six years in the Baillieu library.
- Increase Store percentage to 33% by transferring 2,100 items from Research library non-circulated items to cover new growth.
- Interfile Baillieu and Research collection items.

8o. OTHER LANGUAGE LITERATURE (EXCLUDING THE EAST ASIAN COLLECTION)

Dewey: 890-899

Total items	Circ last 2 years	Circ last 5 years	Growth last 2 years
20,000	2,360 (12%)	4,390 (22%)	610 (1.5% per year)

This set includes literatures of languages not covered in previous sets, including European, Asian (other than East Asian collection), Middle Eastern, Indonesian and other languages. Major collections include Russian literature (891.7 : 8,330 items), Arabic and Hebrew literature (892 : 3,170 items), East Asian languages (895 : 2,600 items), Indic language literature including Hindi (891.1-891.6 : 2,460 items), Indonesian/Malay literature (899.2 : 1,100 items) and West and South Slavic languages literature (891.8 : 870 items).

The Baillieu library building, including Cultural Collections, now holds the majority of the collection (73%) with the remainder in Store and the CARM cooperative store (25%). Lenton Parr holds 350 items and Giblin Eunson has 100 items in the Other category. Special Collections holds fairly large collections of Russian literature that is uncatalogued in the ERC compactus. There is a sizable percentage of non-circulated items in the Research collection.

The new items added to the collections were virtually all added to the Baillieu library collection (595 items : 97%). Special Collections added another 95 pre-1990 items to the catalogue mainly from cataloguing of the Poynton collection.

Branches	72%	Cultural Collections	3%	Total	75%
Store	12%	CARM	13%	Total	25%

Baillieu	14,000	70%
CARM	2,600	13%
Store	2,400	12%
Other	1,000	5%

Branch Items not circulated 2000 onwards	6,740	34%
Research (Baillieu)	5,920	30%
Baillieu	730	4%
Other	90	0%
Items created pre-2000	3,270	16%

Recommendations

- Expect up to 1,800 items over next six years in the Baillieu library.
- Increase Store percentage to 33% by transferring 1,600 items from non-circulated Research collection items to cover growth.
- Interfile Baillieu and Research collection items

HISTORY AND GEOGRAPHY, EAST ASIAN COLLECTION (900-999, EAST ASIAN, MAPS)

81. HISTORY, VOYAGES, GENERAL BIOGRAPHY, GENEALOGY

Dewey : 900 - 909, 910, 920, 923, 929

Total items	Circ last 2 years	Circ last 5 years	Growth last 2 years
25,650	3,250 (13%)	5,590 (22%)	420 (0.5% per year)

This set includes the philosophy and theory of history, dictionaries, encyclopedias, concordances of history, collected accounts of events, serial publications of history, organizations and management of history, education, research and related topics of history, history with respect to groups of people and world history. The collection is now mainly in the Baillieu library following integration of the Research collection in 2012.

New items were added to Baillieu (280 items ; 67%), ERC DVDs (50 items ; 12%), Giblin Eunson (40 items ; 10%) and Cultural Collections (30 items ; 7%). Cultural Collections also added an additional 520 items to the catalogue in the period, mainly from cataloguing of multi-volume sets in the BX collection.

Branches	67%	Cultural Collections	13%	Total	80%
Store	19%	CARM	1%	Total	20%

Baillieu	16,150	63%
Cultural Collections	3,330	13%
Giblin Eunson	510	2%
Store	4,870	19%
Other	790	3%

Branch Items not circulated 2000 onwards	8,270	32%
Research (Baillieu)	7,420	29%
Baillieu	740	3%
Other	110	0.5%
Items created pre-2000	7,170	28%

Recommendations

- Expect growth of up to 1,200 items over the next six years, mainly in the Baillieu library collection.
- Growth can be covered by transfer of 1,200 non-circulating Research items to Store increasing the Store percentage to 24% of the collection.
- Baillieu non-circulating items were transferred to Store in late 2012 to improve shelf utilisation in this area.
- Expect a higher ratio of on-campus to off-campus items in this category due to the nature of historical research.
- Research and Baillieu collections have been integrated in 2012

82. MAPS, GEOGRAPHY, ATLASES, SURVEYING, NAVIGATION

Dewey : 526 - 528, 910 - 912

Total items	Circ last 2 years	Circ last 5 years	Growth last 2 years
9,300	990 (11%)	1,720 (18%)	220 (1% per year)
10,700 Non-Dewey classification items all in Maps	NA	NA	230 ¹

This set covers maps, map reading and the history and biography of maps and map making, cartography, geography and atlases. Although the collection is quite distributed, the collections in various locations generally serve different purposes relevant to the user group of that collection. A quarter of the collection is held in the specialist Map collection on level 4 of the ERC. Large portions are also held in the Research collection and the Dawson Street library Store.

This set also covers the non-Dewey holdings of the Maps library. The Maps library holds in excess of 130,000 individual maps which are catalogued with 10,700 item records. Most of the map collection is in map series that have one record for the entire series.

Similar to the collection, the new items were quite distributed across library branches with 50 items added to Maps (23%), 40 items added to each of Baillieu, ERC and the Textbook collections (18% each) and 20 items added to ABP (9%). Details in the tables below refer only to the Dewey collection of 9,300 items.

Branches	72%	Cultural Collections	9%	Total	81%
Store	17%	CARM	2%	Total	19%

Baillieu	3,070	33%
Maps	2,230	24%
ERC	740	8%
Gib Eunson Textbook	280	3%
Store	1,580	17%
Other	1,400	15%

Branch Items not circulated 2000 onwards	1,730	19%
Research (Baillieu)	1,240	13%
Baillieu	270	3%
ERC	70	1%
Other	150	2%
Items created pre-2000	1,400	15%

Recommendations

- Consider non-circulated items from the Research collection along with other 900's items in a 900's relegation project to improve Baillieu shelf utilisation.
- The Research and Baillieu collections have been interfiled in December 2012.

- Continue purchasing map cabinets as required for the maps library. The library has room for 2 additional cabinets before cabinets will have to be transferred to storage or the maps library enlarged to make additional room for closed storage.
 - Other collections should have room for new holdings for some time.
- 1. New item records are not a valid measure for the number of new maps added to the collection as most maps added are part of series that are treated with one item record only.**

83. ANCIENT HISTORY, ROME, GREECE, EGYPT

Dewey : 913, 930 – 939

Total items	Circ last 2 years	Circ last 5 years	Growth last 2 years
18,350	4,720 (26%)	7,130 (39%)	750 (2% per year)

This set covers historic and geographic subjects in relation to the ancient world. The majority of the collection (88%) is now housed on the Baillieu Lower Ground floor following the integration of the Research collection 900's and the Baillieu collection. The collection has one of the lowest components in Store compared to the average for all collections. It also has a fairly high level of non-circulated items.

Most of the new items are added to the Baillieu library collection (700 items ; 93%). Most of the remaining new items were DVDs or items added to the Textbook collection.

Branches	92%	Cultural Collections	3%	Total	95%
Store	5%	CARM	--	Total	5%

Baillieu	16,160	88%
Cultural Collections	550	3%
Store	920	5%
Other	720	4%

Branch Items not circulated 2000 onwards	6,240	34%
Research (Baillieu)	5,410	29%
Baillieu	770	4%
Other	60	0.5%
Items created pre-2000	4,610	25%

Recommendations

- Baillieu and Research collections have been integrated.
- Expect growth of up to 2,400 items over the next six years, virtually all in the Baillieu library.
- Increasing the Store percentage to 18% by transferring 2,400 items would cover the expected growth in the collection. This could be achieved completely from non-circulated items.

84. EUROPE HISTORY, WORLD WARS

Dewey : 914, 940

Total items	Circ last 2 years	Circ last 5 years	Growth last 2 years
17,900	4,020 (22%)	6,680 (37%)	540 (1.5% per year)

This set covers general topics in the history and geography of Europe. The majority of the set is now housed in the Baillieu library following the integration of the Research collection with the Baillieu collection. The Store percentage is 40% below the average for all collections. The number of non-circulated items in the Research collection is quite high.

New items were added mainly to Baillieu library (470 items ; 87%) with small amounts added to the ERC DVD collection (40 items ; 7%) and the Textbook collection (20 items ; 3%).

Branches	82%	Cultural Collections	5%	Total	87%
Store	13%	CARM	--	Total	13%

Baillieu	13,620	76%
Cultural Collections	900	5%
Store	2,330	13%
Other	1,050	6%

Branch Items not circulated 2000 onwards	4,870	27%
Research (Baillieu)	4,470	25%
Baillieu	350	7%
Other	50	1%
Items created pre-2000	2,153	44%

Recommendations

- Baillieu and Research collections have been integrated.
- Expect growth of up to 1,500 items over the next six years, mainly in the Baillieu library.
- Increasing the Store percentage to 21% by transferring 1,500 items would cover the expected growth, which could be achieved from non-circulated items.

85. BRITISH HISTORY

Dewey : 914, 941 – 942

Total items	Circ last 2 years	Circ last 5 years	Growth last 2 years
15,350	2,480 (16%)	4,770 (31%)	210 (0.5% per year)

This set covers general topics in the history and geography of Great Britain. The majority of the set is now in the Baillieu library collection with the integration of the Research collection in late 2012. A significant portion is also held in Cultural Collections. The percentage of items in Store is 40% of the average for all collections. There is a significant amount of non-circulated material in the Research collection.

Most of the new growth items were added to the Baillieu library collection (190 items ; 90%). Most of the other new items were DVDs or textbook collection items. Cultural Collections catalogued an additional 200 pre-1990 items in the analysis period July 2010-June 2012.

Branches	81%	Cultural Collections	10%	Total	91%
Store	8%	CARM	1%	Total	9%

Baillieu	11,820	77%
Cultural Collections	1,540	10%
Store	1,230	8%
Other	760	5%

Branch Items not circulated 2000 onwards	3,590	23%
Research (Baillieu)	2,900	19%
Baillieu	620	4%
Other	70	0.5%
Items created pre-2000	1,930	12%

Recommendations

- This field is growing relatively slowly with 600 new items expected in the next six years, mainly in the Baillieu collection.
- Growth can be covered by transfer of 800 non-circulating Research items to Store increasing the Store percentage to 13% of the collection.
- Baillieu non-circulating items were transferred to Store in late 2012 to improve shelf utilisation in this area.
- Expect a higher ratio of on-campus to off-campus items in this category due to the nature of historical research.
- Research and Baillieu collections have been integrated in 2012.

86. GERMAN AND FRENCH HISTORY

Dewey : 914, 943 – 944

Total items	Circ last 2 years	Circ last 5 years	Growth last 2 years
20,950	2,800 (13%)	4,930 (24%)	290 (0.5% per year)

This set covers general topics in the history and geography of Germany and France. The collection is now virtually all in the Baillieu library building (92%) following the integration of the Research collection with the Baillieu collection in late 2012. The Store/CARM percentage is 30% of the average for all collection areas. There is a very high percentage of non-circulated items in the Baillieu collection.

New growth items were mainly added to the Baillieu collection (260 items ; 91%) with most of the remaining items being DVDs and Textbook collection items. Cultural Collections also catalogued an additional 90 items published prior to 1990 to their collections in the period, mainly from cataloguing of BX collection items. These may be newly received items or retrospective cataloguing.

Branches	86%	Cultural Collections	7%	Total	93%
Store	6%	CARM	1%	Total	7%

Baillieu	17,810	85%
Cultural Collections	1,470	7%
Store	1,260	6%
Other	410	2%

Branch Items not circulated 2000 onwards	9,880	47%
Research (Baillieu)	9,420	45%
Baillieu	440	2%
Other	20	--
Items created pre-2000	6,270	30%

Recommendations

- This field is growing relatively slowly with 800 new items expected in the next six years, mainly in the Baillieu collection.
- Growth can be covered by transfer of 800 non-circulating Research items to Store increasing the Store percentage to 10% of the collection.
- Baillieu non-circulating items were transferred to Store in late 2012 to improve shelf utilisation in this area.
- Expect a higher ratio of on-campus to off-campus items in this category due to the nature of historical research.
- Research and Baillieu collections have been integrated in 2012

87. OTHER EUROPEAN HISTORY

Dewey : 914, 945 – 949

Total items	Circ last 2 years	Circ last 5 years	Growth last 2 years
20,550	3,000 (15%)	5,260 (26%)	510 (1.5% per year)

This set covers general topics in the history and geography of Italy, Spain, Russia, Scandinavia and other parts of Europe not covered in other sets. The collection is now virtually all in the Baillieu library building (88%) following the integration of the Research collection with the Baillieu collection in late 2012. The Store/CARM percentage is 35% of the average for all collection areas. There is a very high percentage of non-circulated items in the Baillieu collection.

New growth items were again mainly added to the Baillieu collection (475 items ; 93%). The higher growth rate in comparison with other areas of European history is due to higher growth in Italian and Russian studies. Cultural Collections also catalogued an additional 90 items published prior to 1990 to their collections in the period, again mainly additions to the BX collection.

Branches	85%	Cultural Collections	7%	Total	92%
Store	8%	CARM	--	Total	8%

Baillieu	16,640	81%
Cultural Collections	1,440	7%
Store	1,640	8%
Other	830	4%

Branch Items not circulated 2000 onwards	8,670	42%
Research (Baillieu)	8,050	39%
Baillieu	580	3%
Other	40	--
Items created pre-2000	5,070	25%

Recommendations

- Expect growth of up to 1,500 items over the next six years, mainly in the Baillieu library collection.
- Growth can be covered by transfer of 1,500 non-circulating Research items to Store increasing the Store percentage to 15% of the collection.
- Baillieu non-circulating items were transferred to Store in late 2012 to improve shelf utilisation in this area.
- Expect a higher ratio of on-campus to off-campus items in this category due to the nature of historical research.
- Research and Baillieu collections have been integrated in 2012

88. EAST AND SOUTH EAST ASIAN HISTORY (EXCL. EAST ASIAN COLLECTION)

Dewey : 915, 950-952, 959

Total items	Circ last 2 years	Circ last 5 years	Growth last 2 years
14,200	3,930 (28%)	6,330 (44%)	600 (2% per year)

This set covers general topics in the history and geography of east and south-east Asia and its nations, other than items in Chinese and Japanese languages. With the integration of the Research collection with the Baillieu collection, the collection is now mainly held in the Baillieu library building (80%). The percentage of items held in Store/CARM is lower than the average for all collections. The percentage of non-circulated items in branches is lower than for areas of European history which may reflect interest in areas of Asia at the University.

New items are mainly added to the Baillieu library (480 items ; 80%). There were also 80 DVDs added to the ERC collection (13%) with the remaining items mainly being Textbook collection and DVD items added to the Giblin Eunson collection (5%).

Branches	84%	Cultural Collections	3%	Total	87%
Store	13%	CARM	--	Total	13%

Baillieu	10,950	77%
Cultural Collections	430	3%
Store	1,850	13%
Other	970	7%

Branch Items not circulated 2000 onwards	2,960	21%
Research (Baillieu)	2,550	18%
Baillieu	330	2%
Other	80	--
Items created pre-2000	2,160	15%

Recommendations

- Expect growth of up to 1,800 items over the next six years.
- Baillieu non-circulated items have been transferred to Store in late 2012
- Transfer up to 1,500 additional items to Store from the Baillieu collections bringing the Store percentage to 27% to cover growth.
- Baillieu and Research collections have been integrated but are now separated from the East Asian collection.

The following four sets are items in the collection either housed in the East Asian collection using the Harvard Yen-ching classification scheme or which have been transferred to Special Collections or Store and have retained the Harvard Yen-ching classification. Each set has similar characteristics with relatively high levels of material in Store and relatively low item circulation figures, not surprising for a collection with a specialised user group. The University East Asian collections are amongst the largest in Australasia and provide excellent opportunities for research programs within the Asia Institute.

89. EAST ASIAN COLLECTION (CLASSICS, RELIGION, PHILOSOPHY, HISTORY)

Harvard Yen-ching : 0000-3999

Total items	Items circ last 2 years	Items circ last 5 years	Growth last 2 years
39,350	2,150 (5 %)	4,870 (12 %)	1,550 (2% per year)

Branches / Cultural Collections	67 %
Store / CARM	33 %

East Asian	22,090	56%
Store	13,040	33%
Cultural Collections	4,240	11%

Branch items not circulated 2000 onwards	11,300	29%
East Asian	11,300	
Item records created prior to 2000	5,960	

Recommendations

- Expect growth of 4,500 items over the next six years, however all items will have Library of Congress classification.
- East Asian collection can handle this increase however, after six years further store transfers may be required if additional space is not made available in ERC following ABP collection moving out.
- East Asian collections will be eventually reclassified to Library of Congress classification.

90. EAST ASIAN COLLECTION (SOCIAL SCIENCES)

Harvard Yen-ching : 4000-4999

Total items	Items circ last 2 years	Items circ last 5 years	Growth last 2 years
21,450	1,410 (7%)	3,020 (14 %)	1,590 (4% per year)

Branches / Cultural Collections	55%
Store / CARM	45%

East Asian	11,000	51%
Store	9,560	45%

Cultural Collections	870	4%
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Branch items not circulated 2000 onwards	3,690	17%
East Asian	3,690	
Item records created prior to 2000	1,300	

Recommendations

- As per Set 90 recommendations

91. EAST ASIAN COLLECTION (LANGUAGE AND LITERATURE)

Harvard Yen-ching : 5000-5999

Total items	Items circ last 2 years	Items circ last 5 years	Growth last 2 years
38,000	3,540 (9 %)	7,090 (19 %)	610 (1% per year)

Branches / Cultural Collections	53 %
Store / CARM	47 %

East Asian	17,300	46%
Store	17,870	47%
Cultural Collections	2,850	7%

Branch items not circulated 2000 onwards	3,870	10%
East Asian	3,870	
Item records created prior to 2000	2,710	7%

Recommendations

- Expect growth of 1,800 items over next six years, however all new items will have Library of Congress classification.
- As per Set 90 recommendations

92. EAST ASIAN COLLECTION (ARTS, SCIENCES, TECHNOLOGY, GENERAL REFERENCE) AND EAST ASIAN COLLECTION (LIBRARY OF CONGRESS SERIES)

Harvard Yen-ching : 6000-9999 ; Library of Congress : A-Z

Total items	Items circ last 2 years	Items circ last 5 years	Growth last 2 years
30,800	2,070 (7 %)	4,120 (13 %)	2,130 (3.5% per year) ¹

Branches / Cultural Collections	71 %
Store / CARM	29 %

East Asian	14,400 (47 %)	47%
Store²	9,020 (29 %) **	29%
Cultural Collections	7,400 (24 %)	24%

Branch items not circulated 2000 onwards	3,410	11%
East Asian	3,410	
Item records created prior to 2000	1,180	4%

Recommendations

- Growth numbers for this set are confounded by the introduction of Library of Congress classification, therefore it contains all new items added to the East Asian collection since the introduction of LC in 2012. Expect growth of up to 6,000 items over the next six years.
- Large percentage in Cultural Collections is mainly due to two very large series titles.

1. This set includes all items in the East Asian collection that had not been assigned a call number. For the most part these items are newly received items that are still in the cataloguing process.

2. The Store amount for this set includes all items with Chinese or Japanese titles which have a Store running number sequence call number and no details in the record about their previous East Asian classification number (540 items).

93. SOUTH AND CENTRAL ASIA, MIDDLE EAST, AFRICA HISTORY

Dewey : 915, 916, 953-958, 960-969

Total items	Circ last 2 years	Circ last 5 years	Growth last 2 years
17,100	3,790 (22%)	6,210 (36%)	450 (1.5% per year)

This set covers general topics in the history and geography of southern and central Asia, the Middle East and Africa and their respective nations. The majority of this set is now held in the Baillieu library building (85%) with the integration of the Baillieu and Research collections. The percentage held in Store/CARM is 40% lower than the average for all collections. There is a significant amount of non-circulated items in the Research collection, with a large number of these items having been newly catalogued between 2000 and 2008.

Most new items are added to the Baillieu library collection (380 items ; 85%) with the Textbook collection also receiving some new items (30 items ; 7%). The remaining new items were spread across most of the other library collections.

Branches	82%	Cultural Collections	5%	Total	87%
Store	13%	CARM	--	Total	13%

Baillieu	13,680	80%
Cultural Collections	860	5%
Store	2,220	13%
Other	340	2%

Branch Items not circulated 2000 onwards	5,050	30%
Research (Baillieu)	4,510	26%
Baillieu	500	3%
Other	40	--
Items created pre-2000	2,980	17%

Recommendations

- Expect up to 1,300 new items over the next six years, mainly in the Baillieu library.
- Transfer up to 1,000 items to Store from the Research and Baillieu collection to cover growth bringing the Store percentage to 19% of the collection.
- Baillieu, but not Research, non-circulated items have been transferred to Store in late 2012
- Baillieu and Research collections integrated in December 2012

94. AMERICAN HISTORY

Dewey : 917 - 918, 970 - 989

Total items	Circ last 2 years	Circ last 5 years	Growth last 2 years
18,150	4,290 (24%)	7,130 (39%)	410 (1% per year)

This set covers general topics in the history and geography of North and South America and their respective nations. The majority of this material is currently housed in the Baillieu library building (80%). Most of the remainder is in Store, however the percentage in Store is lower than the average for all collections. There is also a significant number of non-circulated items in library branches, mainly in the Baillieu collection.

Most new items are added to the Baillieu collection (335 items ; 81%) or the ERC DVD collection (40 items ; 10%).

Branches	80%	Cultural Collections	3%	Total	83%
Store	16%	CARM	1%	Total	17%

Baillieu	13,980	77%
Cultural Collections	550	3%
Store	2,900	16%
Other	720	4%

Branch Items not circulated 2000 onwards	4,260	23%
Research (Baillieu)	2,990	16%
Baillieu	1,190	7%
Other	80	--
Items created pre-2000	2,200	12%

Recommendations

- Expect up to 1,100 items over the next six years, mainly in the Baillieu library collection. New growth in this field may be significantly affected by e-book publication due to coverage by American publishers.
- Non-circulated non-recent publication items in Baillieu have been transferred to Store in late 2012.
- May require an additional 500 items transferred to Store to cover growth and improve shelf utilisation in Baillieu library bringing Store percentage to 21% of the collection.
- Baillieu and Research collections have been integrated in late 2012.

95. HISTORY AND GEOGRAPHY OF OCEANIA, AUSTRALIA & NEW ZEALAND

Dewey : 919, 990 – 999

Total items	Circ last 2 years	Circ last 5 years	Growth last 2 years
21,300	3,520 (16%)	6,020 (28%)	310 (0.5% per year)

This set covers general topics in the history and geography of Oceania, Australia, New Zealand, Antarctica. The largest portion of this material is currently housed in the Baillieu library where the main, Research and Australiana collections were integrated in 2012. The Store contains a significant component of Australiana collection material. There is also a large amount held in Cultural Collections, especially in the AX collection. The Research (Australiana) collection and Baillieu collection have been integrated in late 2012.

New items were mainly added to Baillieu library collection (53%), Cultural Collections (13%), Textbook collection (13%) and ERC DVDs (8%). Cultural Collections also added an additional 240 pre-1990 publications to the catalogue in the analysis period July 2010-June 2012, mainly from cataloguing of the Nicholson and Melbourne University Press collections.

Branches	52%	Cultural Collections	22%	Total	74%
Store	24%	CARM	2%	Total	26%

Baillieu	8,740	41%
Cultural Collections	4,690	22%
Giblin Eunson	850	4%
Store	5,120	24%
Other	1,900	9%

Branch Items not circulated 2000 onwards	2,630	12%
Research (Baillieu)	2,070	10%
Baillieu	320	1%
Other	240	1%
Items created pre-2000	2,130	10%

Recommendations

- Expect up to 900 new items mainly in Baillieu, Cultural Collections and the Textbook collection.
- Older non-circulated items from Baillieu library have been transferred to Store
- Baillieu and Research/Australiana collections have been integrated
- Some items may need to be sent to Store to accommodate growth

MICROFORMS

96. MICROFILM COLLECTIONS

Collection	Cabinets/Bays	Drawers capacity	Films (10 per drawer)	Catalogue Item Records
Baillieu	84	9,408	85,000	21,290
Law	16	578 film and fiche	Na	100
Louise Hanson-Dyer Music	na			470
Total Items				21,860

The Library has an extensive microfilm collection and scanning/printing equipment mainly located in the Baillieu Library. Smaller collections are also in the Law Library, Louise Hanson-Dyer Music Library and the Cultural Collections Reading Room. Collections from other libraries have been centralized in the Baillieu collection.

The microfilm collection contains a wide range of Australian and international current and historical newspapers, archival research collections including the Middle Eastern Studies manuscripts collection, early printed books on microfilm, US Census publications, UK Foreign Office papers collections and many other research sets.

The Baillieu Library microforms equipment was recently transferred to a new location on the Lower Ground floor to provide space for the Baillieu Library periodicals collection. The Library is purchasing digital archives of various newspapers such as the New York Times and Washington Post and other research collections digitised from microforms collections. The Library is seeking an appropriate long term store for microfilm that is now available in digital format.

97. MICROFICHE COLLECTIONS

Collection	Cabinets	Drawers capacity	Microfiche (500 per drawer)	Catalogue Item Records
Baillieu	186	3,387	1,602,500	6,280
Law	See microfilm	See microfilm	na	3,660
Louise Hanson-Dyer Music	na			310
Total Items				10,250

The Library also has extensive microfiche collections with over 1.5 million microfiche held in the Baillieu Library. Again, smaller specialized collections are also held in the Law Library and Louise Hanson-Dyer Music Library.

The collection includes extensive government documents from the USA, European Union, United Kingdom and Australia. Also included is the Australian Bureau of Statistics collection, many research collections including Landmarks of Science, the Witt, Conway and New York Public Library Art collections, the National Inventory of Documentary Sources and Australian Annual Reports collection.

Recommendations (for both microforms collections)

- Identify storage location for digitally available microform
- Transfer Law library microfilm collection to storage location or Baillieu library
- Complete audit of Baillieu library microforms collection to improve catalogue records and identify electronic availability of microforms
- Continue to make available catalogue records for microforms sets as they can be loaded to the catalogue from suppliers or Libraries Australia

PERIODICAL COLLECTIONS

98. ARCHITECTURE BUILDING AND PLANNING LIBRARY PERIODICALS

Total titles	342
Occupied shelves / length	310 / 270 m
Total shelves / length	372 / 324 m

Continuing	123
Closed	219

- Collection divided between open and closed periodicals collection held on ERC Level 2 and in the ERC Level 2 compactus. Collection lengths and shelving counts are for ERC collection.
- Detailed report of titles held has been created by ABP staff
- Closed collection was assessed as part of the transfer of the ABP Library collection to ERC in 2012. Low use and electronically available titles from the library Stack were transferred to Store in November 2012 including 110 m of periodicals.

99. BAILLIEU LIBRARY PERIODICALS

Total titles	2,524
Occupied shelves / length	2,193 / 1908 m
Total shelves / length	2,435 / 2,120 m

Continuing	534
Closed	1,990

- An extensive assessment of periodical collection undertaken between 2009 and 2011 to identify and catalogue all titles and identify electronic availability and a detailed management spreadsheet was developed.
- Following a period of academic consultation, selected titles with electronic availability were transferred to Library Store from September-November 2012. Total shelves were reduced to approximately 2435 (2,120 m) in November-December 2012 to incorporate the Library Research 900-999 book collection on the Lower Ground Floor.
- Science and psychology journal titles have been transferred to the ERC and Biomedical libraries.
- Assessment of collection will be required within 5 years to provide additional space for continuing titles. The total checkin records figure reflects the number of titles remaining following the 2012 journals project.

100. BIOSCIENCES PERIODICALS (BIOMEDICAL LIBRARY)

Total titles	2,646
Occupied shelves / length	3,635 / 3,162 m
Total shelves / length	4,601 / 4,003 m

Continuing	182
Closed	2,464

- An extensive assessment of the periodical collection was undertaken in 2008-2009 to identify all titles including electronic availability and a detailed management spreadsheet was developed.
- The journals collection was reduced by 35% in 2009 as part of redevelopment of the Biomedical Library to accommodate the MDHS Student Centre by transferring low use and electronically available titles to Library Store.
- A journals cataloguing project has been underway from 2010-2012 to complete cataloguing of all titles identified in the assessment.
- Further electronic backfiles have been purchased for a significant number of remaining titles. A further collection transfer to Store would allow for rearrangement of the book and journal collection to accommodate Baillieu healthcare, life science and medicine book collections.

101. BIOSCIENCES PERIODICALS (VETERINARY SCIENCE LIBRARIES)

Total titles	260
Occupied shelves / length	220 / 191 m
Total shelves / length	239 / 208 m

Continuing	44
Closed	216

- The Veterinary Science Library Werribee periodical collection covers the core veterinary science titles, and important archival journal titles as well as agriculture, pathology, parasitology and medical titles.
- From 2013, 35 journal titles out of the current 126 titles currently held will continue to be received in print. It is planned to move 12 more journal titles to Store in late 2012/early 2013 as electronic holdings are available.
- In 2012, in consultation with the Faculty of Veterinary Science, a major project was undertaken to remove most of the Werribee compactus journals, books, and audio-visual items. Items were either sent to Store if low-use or available electronically, or disposed of where duplicated with other University of Melbourne Libraries. The former compactus area now is a reading area containing the journals collection.

- An important archival journal collection of approximately 72 m was also sent to Store to be housed there as a separate collection in line with Faculty wishes. It is desired by the Faculty that this collection be returned to the Werribee Library when the library's redevelopment project is completed. It is also envisaged that parts of this collection will be bound whilst in Store.
- The Veterinary Science Library Parkville periodical collection consists of mainly closed titles. There are 2 ongoing print titles, one being current year only. The collection covers core veterinary science journals, and a few general medical and agriculture titles.
- The majority of the Parkville journal collection has been sent to Store if low-use or available electronically, or disposed of where duplicated with other University of Melbourne Libraries. This was to make room for collaborative learning areas.

102. EAST ASIA COLLECTION PERIODICALS

Total titles	499
Occupied shelves / length	373 / 324 m (*see notes below)
Total shelves / length	396 / 345 m (*see notes below)

Continuing	109
Closed	390

- The East Asian periodicals collection is split between the Parkville campus and Dawson St Store.
- A set of journals that are electronically available was transferred to Store during the move of the East Asian collection to the ERC in late 2012. These periodicals have Harvard yen-ching classification numbers. The ERC East Asian periodical collection has a total of 204 shelves (177 m) and occupies approximately 60% of this shelving.
- Periodicals have been returned to Dawson St Store from Bundoora Store to improve retrieval rates for Chinese and Japanese languages. There are two sets of periodical collections in the library store. The earlier set of transfers are numbered with Store running number Periodical sequence numbers (e.g. PQ 345).
- East Asian journals originating from China are primarily made available online within the China Academic Journals Fulltext Database (CNKI). Japanese journal articles are supplied within Scholarly and Academic Information Navigator (CiNii), Japan Science and Technology (JSTAGE) and JapanKnowledge services.
- The remaining on-site collection includes material not available in electronic form and material currently received in print.

103. EASTERN RESOURCE CENTRE PERIODICALS

Total titles	573
Occupied shelves / length	341 / 297 m (*see notes below)
Total shelves / length	1067 / 928 m (*see notes below)

Continuing	161
Closed	412

- The journals collection at ERC covers physical sciences and engineering subject fields
- Purchases have been made of archival backsets of journals from a variety of platforms such as American Chemical Society, Institute of Physics, ScienceDirect, Wiley Interscience and Springer.
- Journals available electronically from the science branch libraries and the engineering library were transferred to Bundoora Store at the time those collections were transferred to the Eastern Resource Centre.
- Chemistry journals held in print were transferred to Bundoora Store at the time of the relocation of the Chemistry library in 2009.
- Baillieu library journal titles in general and physical sciences were transferred to the Eastern Resource Centre in 2012. This included 215 m of titles and significantly increased the journal holdings remaining. A significant relabelling exercise is underway at ERC to change this journal collection from Dewey decimal numbers to the alphabetical arrangement used at ERC.
- A significant part of the journal shelving on Level 5 was used to house the remaining Research collection that was not distributed to other library branches in 2012.
- Remaining titles are mainly print only and generally older and foreign language titles although there are still some continuing print titles held.
- There is still potential for further transfers to Store of electronically available material in physics and mathematics as further archives are purchased.
- Print copies of general science titles like New Scientist, Science and Scientific American are being retained for browseable access.

104. GIBLIN EUNSON LIBRARY PERIODICALS

Total titles	417
Occupied shelves / length	314 / 273 m
Total shelves / length	418 / 364 m

Continuing	314
Closed	103

- The Education discipline team have conducted various projects to transfer titles with electronic content to Store at the time that the Engineering collection was transferred to ERC and in the process of developing the collection for the opening of the Giblin Eunson Library.

- The Business and Economics discipline team transferred journals with electronic coverage to Store in the process of developing the collection for the opening of the Giblin Eunson Library.
- Remaining journals in the library are titles that are mainly available in print only
- Most titles are retained in the library from 2006/2007 onwards.

105. LAW LIBRARY PERIODICALS

Total titles	1,009
Occupied shelves / length	1,444 / 1,256 m
Total shelves / length	1,585 / 1,379 m

Continuing	164
Closed	845

- Relatively few of the Law periodicals have yet to be transferred to Store that are electronically available
- An extensive project was undertaken from 2010-2012 to barcode all bound journal items. There are 23,739 item records at an average of 18.3 items per metre
- The periodicals collection space is over 90% occupied and a project to transfer electronically available titles to Store should be undertaken

106. LAW LIBRARY : REPORTS AND TAX PUBLICATIONS

Total titles	494
Occupied shelves / length	2,760 / 2,401 m
Total shelves / length	2,835 / 2,466 m

Continuing	76
Closed	418

- See Section 3.22 and 3.24 for information on the Taxation and Law Reports collections
- The collection is currently utilising 98% of the available space. A major project to transfer low use and electronically available Law Reports to Store should be undertaken.

107. LENTON PARR MUSIC, VISUAL AND PERFORMING ARTS LIBRARY PERIODICALS

Total titles	499
Occupied shelves / length	288 / 251 m
Total shelves / length	328 / 285 m

Continuing	150
Closed	349

- The Lenton Parr periodicals collection is using over 85% of it's allocated space.
- Journals with electronic availability should be transferred to Store within the next 3-5 years.
- There are a substantial number of continuing print titles in the visual and performing arts.

108. LOUISE HANSON-DYER MUSIC LIBRARY PERIODICALS

Total titles	242
Occupied shelves / length	115 / 100 m
Total shelves / length	216 / 188 m

Continuing	67
Closed	175

- The collection covers classical music, opera, jazz, folk music, musicology, music therapy and music education
- Some journals from Louise Hanson-Dyer Music Library have been transferred to Library Store.
- There are 67 continuing titles and the journals collection area is currently at just over 50% capacity so should be able to cope with new issues for some time to come.

109. MSLE LIBRARIES PERIODICALS

Total titles	508
Occupied shelves / length	404 / 351 m
Total shelves / length	418 / 364 m

Continuing	121
Closed	387

- Most LFR Parkville journals transferred to Library Store at closure of LFR Parkville branch in 2007
- Creswick journals with electronic access have been transferred to Library Store
- Some Dookie journals were recently transferred to Eastern Resource Centre
- Burnley journals that are electronically available planned to transfer to Store

110. STORE PERIODICALS

Total titles	9,019
Occupied Shelf length (Bundoora Store)	7,947 m
Occupied Shelf length (Dawson St Store)	723 m

Continuing (Total / Bundoora / Dawson St)	328	275	53
Closed	8,691	7,942	749

- Checkin record data indicates that there are substantial numbers of journals with a state of Current (continuing title) held in Store. A closer investigation of these titles indicates that many have closed library holdings fields. It is unclear whether the majority of the remaining items with open holdings fields are closed or not. A project to clean up the "current" State field status in all checkin records appears to be required to improve the ability to report on the numbers of continuing and closed print periodicals that the University library is receiving. In particular, the 275 continuing periodicals at Bundoora should be reviewed.
- Bundoora Store is the major location for storage of journals with electronic availability or low use to faculty requirements.
- Occupied shelf length for Bundoora Store has been determined by summation of the periodical series listed in Collection Data Table for Bundoora Store
- Occupied shelf length for Dawson St Store is determination of Store P series length prior to transfer from Bundoora Store.

OTHER COLLECTIONS

III. UNIVERSITY THESIS COLLECTIONS

Total items	Est. Number of shelves	Est. Length (m)	Created last 2 years
35,400	1,150	1,035	1,980 (3% per year)

Current higher degree theses are housed in Special Collections and older theses are housed at Bundoora Store. Theses can be read in the Cultural Collections Reading Room. Theses are actively digitised for storage in the digital repository (3,650 theses available in January 2013). Theses can also be copied on request through the Cultural Collections Reading Room. Smaller collections of theses are held in various branch libraries which can include theses in the form of project reports (ABP and Burnley).

The Library has traditionally not held honours level theses however, following requests from the Faculty of Arts, policy and procedures are being developed to enable honours theses to be received at the library from departments.

(Item numbers as of June 2012)

Store (Bund T)	18,180	51%
Special Collections (Bail T)	11,004	31%
ABP	3,148	9%
MSLE	1,220	3%
Education (ERC)	765	2%
Louise Hanson-Dyer Music	455	1%
Law (Level 3 store)	329	1%
Lenton Parr	296	1%

Recommendations :

- Continue regular transfer of theses to Bundoora store to provide expansion space for new theses within Special Collections
- Continue to support efforts to digitise University of Melbourne theses
- Education theses have been transferred to Special Collections for storage with the main Thesis collection.

112. CULTURAL COLLECTIONS : MCLAREN COLLECTION

Total items	Created last 2 years
35,030	1,210 (1.5% per year)

Detailed information on the personal library of Ian McLaren is available from the Special Collections website :

<http://www.lib.unimelb.edu.au/collections/special/collections/australiana/mclaren.html>

The McLaren collection is housed on Level 3 of Special Collections in the main stack area. Approximately 40% of the collection remains uncatalogued although a card catalogue is available in the Cultural Collections Reading Room. The collection is arranged in a subject classification devised by Mr McLaren to match his collecting requirements. As well as books, the collection includes periodicals, newspapers, parliamentary papers and boxed ephemera and pamphlets. The collection is added to through purchases of the library in select fields.

Major Subject Categories	Number of Catalogued Items
Aborigines	624
Antarctica	251
Australiana*	345
Aviation	1817
Biography	264
Crime	4125
Federation	385
Literature-Australia	13824
Literature-Junior	1496
Literature-New Zealand	2929
Militaria	1731
New Zealand	570
Pacific	549
Papua New Guinea	525
Politics	668
RL Stevenson	120
Shipping	653
Sport	361
Theology	244
Travel	491
Victoria	851
Other	2204

* Partially catalogued online

Recommendation :

- Continue to catalogue remaining McLaren collection items
- Limited space is available for new additions to the collection although some space is remaining in two ranges (see Table 2.7)
- Retain collection on-site in Special Collections

113. CULTURAL COLLECTIONS : NON-DEWEY CLASSIFIED COLLECTIONS

Total items	Created last 2 years
25,850	5,240 (7.5% per year)

The collection subject reports utilise item call numbers to categorise items by subject. However, apart from the McLaren collection, Cultural Collections has a number of other collections that use alternative classification systems, usually author, to arrange items. The English Room collection is a combination of rare book collections in English literature that are arranged by position of the item within it's allocated bookcase.

These collections are housed on Level 1 and Level 3 of Special Collections within the Baillieu library. Journal volumes of the Medical Rare Books collection are housed at Bundoora Store. Some collections are mainly arranged in Dewey classification but have a small number of items that use other classification including the AX and BX collections.

The collections are generally intact and receive few new items. Therefore, where they have sufficient room for storage this should continue to be the case into the future. The Morgan collection is housed in special cabinets on Level 1 of Special Collections. The English Room and Rare Book Room collections are in separate locked rooms within Special Collections. The Rare Book Room collection is currently undergoing cataloguing.

The Private Press collection contains volumes from short print runs of book collector presses such as Book Club of California, Golden Cockerel Press and Kelmscott Press. Items are arranged by the Press and then author.

Collection	Items
English Room	9,824
Medical Rare Books	4,138
Public School Fiction	2,345
Private Press	2,073
Chris Wallace Crabbe	1,646
Australian Romance	1,636
Grainger	1,173
Rare Book Room	1,101
BX	961
Morgan childrens' books	440
Upfield	211
AX (General Australiana)	130
Microforms	49
Other	124

Recommendations :

- Continue to undertake cataloguing of outstanding collection material in Special Collections
- Undertake preservation work on items as required

114. OTHER ITEMS

There were also 6,230 non-periodical collection items in the analysis that were in other branch collections, not classified with Dewey numbers and were not part of other sets. This is a summary of those items.

Branch	Other non-Dewey Items	Major categories
ABP	550	High Use copies
Baillieu	350	High Use copies
Biosciences	190	High Use copies
East Asian	90	High Use items at Baillieu
ERC	1,380	Media store items, ex-Earth Sciences reference items
Giblin Eunson	180	Working papers, High Use items, pictures collection
Law	0	All Law items included in Sets 21-24
MSLE	1,115	Creswick AL collection, various other collections
Lenton Parr	400	Books in process, High Use items with [held] call number
Louise Hanson-Dyer Music	1,220	Rare books, High Use items, workroom items
Research	170	Calendars
Store	580	Calendars, ABS collection

Recommendations :

- Collection managers should ensure that call numbers used for High Use items and other collections are clear to library patrons and can be located easily.
- Research collection calendars from other Australian Universities and the ERC Media Store items have been transferred to Store as part of the 2012 Collection Relocation project

APPENDIX ONE : DERIVATION OF LIBRARY TOTAL SHELVED ITEMS AND TOTAL SPACE FOR TABLE 2.1

The following calculation was used to determine an approximation for the total shelved items at the University of Melbourne Library. It should be noted that this does not include material in non-shelved collections which includes approximately 130,000 maps and 1,700,000 individual microfilm rolls/microfiche cards.

Total Estimated Collection Space from Collection Management Plan Space Analysis : 77,670 m

Total Periodicals Space from Occupied Shelves in Periodical collection sets 98-110 : 19,884 m

Estimated bound volumes per metre for Periodicals collections : 20-25 per m

Estimate of Total Periodicals volumes : $19,884 \times 20-25 = 397,680 - 497,100$

Total catalogued item records for bound periodical volumes (from Table 3.3 and Section 3.24) : 191,405 catalogued items

Total Space for non-Periodical collections : 57,786 m

Estimated items per metre for non-Periodical collections : 35-40 per m

Estimate of Total non-Periodical items : $57,786 \times 35-40 = 2,022,510 - 2,311,440$

Total catalogued item records for non-periodical collections (from Table 3.3 and Section 3.24) : 2,170,916 catalogued items

Total Estimated Shelved items

Low Estimate = $397,680$ periodicals + $2,022,510$ non-periodicals = $2,420,190$ items

High Estimate = $497,100$ periodicals + $2,311,440$ non-periodicals = $2,808,540$ items

Average : $2,614,365$ items

Total catalogued items (includes item records for maps and microforms) : 2,362,323 items

The following calculations were used to determine the shelving space figures and collection sizes for each location in Table 2.1.

Collection	Shelving Space (m)	Collection Size Estimate (m)
1. Architecture Building and Planning / East Asian	4250	3610
Architecture Building and Planning Library (measurement prior to transfer to ERC)	1714	1599
East Asian collection (measurement prior to transfer to ERC)	2536	2010
2. Baillieu 1 : 001-699 Books / First Floor (All) / Govt Docs	9580	7970
Baillieu Level 1 B folios (includes shelving previously assigned to Baillieu AB collection)	514	354
Baillieu Level 2 001-699	4601	4369
Baillieu Level 2 half ex-900s space (collection is material on 0-299 overflow shelves)	807	11
Baillieu Level 3 B 001-499	2692	2370
Baillieu Level 3 Government documents	963	867
3. Baillieu 2 : 700-899 Books / Ground floor High Use and Reference (All)	8035	5560
Baillieu Ground High Use and Reference	707	519
Baillieu Level 2 700-899	3392	2977
Baillieu Level 2 half ex-900s space	806	11
Baillieu Level 3 B 700-799	329	296
Baillieu Level 3 B 800-899	1979	1752
Baillieu Level 3 Empty shelves following B 899	822	0
4. Baillieu 3: 900-999 Books / Journals / Microforms	6790	5750
Baillieu Lower Ground Floor 900-999	4587	3761
Baillieu Lower Ground Floor Journals	2120	1908
Baillieu Microforms (Book collection only)	84	79
Other Baillieu Shelving figures (for branch management)		
Baillieu Total (All areas Sections 2-4)	24404	19275
Baillieu Second floor Books Total	9607	7368
Baillieu Third floor Books Total (excl. Govt Docs)	5822	4419

Collection	Shelving Space (m)	Collection Size Estimate (m)
5. Biosciences (Biomedical, Vet Sciences)	8350	6560
Biomedical basement (All collections)	5695	4589
Biomedical ground High Use	261	128
Biomedical 2nd floor Books	1608	1206
Vet Science Parkville	295	220
Vet Science Werribee	491	415
6. ERC Level 3-5 / Maps / MSLE	7440	4735
ERC Level 2 compactus (Education material)	412	207
ERC Level 3	265	167
ERC Level 4	762	537
ERC Level 5	4190	2456
Maps (estimate, shelving mostly for horizontal shelving)	100	85
Burnley	794	645
Creswick	358	324
Dookie	559	316
Other ERC Shelving figures (for branch management)		
ERC Level 3-5 total (excl. Maps)	5218	3159
ERC Level 2 compactus (compactus is shared between Special Collections, Education and ABP)	1366	977
ERC Level 2 (ABP/East Asian collection post-move est.)	4463	3262
ERC Total (Level 2-Level 5) (excl. Maps)	11047	7397
7. Giblin Eunson : 5960 m	5970	4220
Giblin Eunson Ground floor	1440	786
Giblin Eunson Upper ground floor	1940	1598
Giblin Eunson First floor	2589	1764
8. Law	5930	5555
Law Level 3	415	380
Law Level 4	3607	3433
Law Level 5	1908	1745
9. Lenton Parr / Louise Hanson-Dyer Music	5130	4320
Lenton Parr Open collections	2089	1767
Lenton Parr Compactus	731	698
Louise Hanson-Dyer Music 2nd Floor	1035	856
Louise Hanson-Dyer Music 3rd Floor	774	614
Louise Hanson-Dyer Music rooms in Baillieu/Special Collections First Floor (LHD material in Special Collections 3 rd Floor compactus included in Special Collections space)	501	386

Collection	Shelving Space (m)	Collection Size Estimate (m)
10. Cultural Collections (Special Collections / Archives / Grainger	8810	7790
Special Collections Baillieu basement (excludes space used for storing preservation materials)	184	154
Special Collections Baillieu Level 1 (excludes Prints room)	3604	3369
Special Collections Baillieu Level 3	4082	3518
Special Collections ERC Compactus	766	603
Archives Estimate (200 shelves)	174	148
Grainger museum (Grainger items are located in Special Collections Baillieu Level 3. No estimate included for other items stored separately.)	0	0
11. Store - Brunswick	15920	10100
See Brunswick Store Section 2.12 for space calculations		
12. Store - Bundoora : 15130 m	15130	11500
See Bundoora Store Section 2.13 for space calculations		
Total University of Melbourne Library Shelved Collections	101335	77670