

**University of Arkansas Libraries**  
**Collection Policy Statement**  
**LISA (Library Storage Annex)**

LISA, the library's off-site facility, is used for long-term storage of printed materials transferred from Mullins and the branch libraries. The Special Collections Department, Mullins Library also stores unprocessed, generally boxed, manuscript or other archival collections, art, flat files, and gifts which must be held for two years to meet IRS requirements for tax deductions, in addition to processed, but infrequently used manuscript collections.

The basic criteria for the selection of Mullins and branch library materials are that the materials show limited or no evidence of use. Circulation statistics may be used to verify this lack of use. It is also the routine practice to send archival copies of the theses and dissertations not selected for the Arkansas collection. The selection process of other materials may depend on the subject area. Some materials will be selected because they contain out-of-date information. Many print serials titles have been replaced by online access and are selected for transfer to LISA.

Although subject selectors choose the materials which should be transferred to LISA, there are some limitations and requirements as the process is labor intensive for technical services and access services staff. Materials should be selected carefully in order to maintain accurate bibliographic control.

- Items selected must have bibliographic and item records (if there are no InfoLinks records consult Cheryl Conway and Judy Ganson)
- Because LISA has random shelving, records must be entered into the SmeadLink database. Circulation and retrieval of the materials requires records which include the barcode number on the item and the shelf barcode number where the item is located.
- Serials with current print subscriptions generally should not be transferred (the unbound issues will not have item records); however, remember that it is possible to split a long serial run, sending the older volumes to LISA.
- Unbound journals should not be selected.
- Accurate lists of the titles should be compiled for technical service departments and circulation staff to carry out the transfer.
- Generally, it is not efficient to transfer small groups of titles and volumes because creating records for SmeadLink is extremely time consuming. If small numbers of volumes are selected for transferring to LISA, these volumes may be held in the Cataloging Acquisitions Department with the status "In Process".

Planning and coordinating large transfers is very important. Transfers will include staff from Access Services, Cataloging and Acquisitions Department, and the Serials

Department. In some instances, the Binding Department and/or the Special Collections Department are also involved. It is preferred that a committee be formed to keep all departments involved and informed about the projects. Reasons include:

- Access Services staff perform several functions:
  - Manage the moving of the physical volumes
  - Shelve the volumes on the LISA shelves
  - Link the volume to the SmeadLink record
- Cataloging and Acquisitions staff perform several functions:
  - Edit the InfoLinks record to reflect the storage location in items and bibliographic records
  - Officially count the number of volumes and titles transferred
  - Create records for the SmeadLink database
- Serials staff perform several functions:
  - For serial titles which have subscriptions, Serials must review for cancellation.
  - If unbound issues have been selected, determine if they should be sent to the Binding Dept., Mullins stacks, or the Periodicals Room.

After the materials are successfully transferred, Circulation and ILL cooperate to provide a very efficient delivery service.

- ILL manages the requests.
- Circulation retrieves the materials.
- Circulation checks the materials in and out of SmeadLink.
- ILL checks the materials in and out of InfoLinks for inter-library loan.
- Circulation checks the materials in and out of InfoLinks for our library patrons.
- Circulation maintains statistics for the cataloged materials in LISA.

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