



TRAYS AND BEYOND

EVOLVING SHELVING METHODS TO MEET THE NEEDS OF UNIQUE MATERIALS

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GOALS

- Location/inventory numbers for off-site storage, and creating new schemes for alternative shelving
- Deciding the best shelving practices for unique materials based on their rarity, fragility, media type, usage, and needs of collaborating departments and partners
- Identifying successes and complications during off-site storage workflow implementation through self-reflection and listening to others' experiences, allowing for stronger problem solving in the future

What materials make up the bulk of the collection at your off-site storage facility?
(journals/monographs, audio-visual materials, etc.)

How are they organized so they may be easily retrieved from storage?





Over time as your collections have grown or evolved to include different materials, how have your shelving practices changed?



What influenced your decision to make these changes? (conservation needs, security concerns, rare or sensitive materials, etc.)

What success did you have in establishing and/or expanding your off-site storage facility?

What complication did you face, and how did you overcome them?





What steps do you take to ensure that materials are stored properly to avoid deterioration or damage, while maintaining accessibility for patrons?



ADDITIONAL QUESTIONS?



THANK YOU!

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