Books and Periodicals

- Timeline for move – folio and periodicals will be moved together, most likely on or after August 15th. Stacks will remain on the mezzanine, and be available through a Request for Hold option, in the online catalog.
- Location in McKeldin - All books will stay in their call number order, just as they are now.
  - Current periodicals go on the first floor of McKeldin (they are shelved in the alphabetical order by titles). Bound periodicals are filed by their call number.
  - Books on the 5th floor for most Urban Planning subjects, 6th floor for Architecture, Historic Preservation ranges.
- Access
  - Once the move is complete, all the folios that are currently unavailable will be accessible, and you will be able to browse and borrow them.
  - Once the move is complete, all Periodicals that are currently unavailable will be accessible for browsing. Books that remain on mezzanine in Architecture library will not be accessible for browsing. Books will be available through Request for Hold option in online catalog. We will be looking for the long-term solution during this year to ensure browsability of books in the future.
  - The Special Collections Room will be accessible by appointment with Cindy.
  - Some current, unbound periodicals will be placed on the ARCH 600 kiosk.
  - 81 titles of oversize (elephant folios) books will be moved to the Special Collections room to stay in the building.
  - Reference materials will be flipped to circulating with some placed on kiosks based on subject matter. Cindy needs to discuss with faculty.

Library Services

- For faculty who would like Department Delivery, you will be able to request a book from McKeldin through the online catalog, and choose Architecture as the department delivery location.
- Stay tuned for a tutorial on how to do this, in video and by appointment.
- Also available are UBorrow and InterLibrary Loan services

Collection Development Budget
The ability to purchase books for collection development will remain the same. You can continue to submit book requests to Cindy Frank. Although the ultimate location will be McKeldin, you can get the new book delivered to your office, or place it on reserve for your course.

Equipment in the Library
The Libraries will leave the 2 flat bed scanners for the School to use, as well as three of the public computers – dual boot iMacs, which could be placed anywhere in the building. Libraries will not be able to service computers and scanners (repairs, etc.). Most of the furniture, tables and chairs, will stay as well. The copier goes back to the libraries.

Future Developments
- In the early fall we need to establish a Library Committee to work with Cindy Frank, to guide the direction of the Architecture Collections and website.
- Cindy will pull together various resources about Reserves, InterLibrary Loan, UBorrow, as well as offering tutorials and appointments. Please suggest issues that you would like addressed.
- Cindy will pull together web addresses for journals that are available online and publish these on the library website.
- We look forward to a reception at McKeldin in September to explore our new location.

Next Working Group Meeting
Discussion of Cindy’s role as the liaison librarian for the School.