

## FACILITIES PROFILES

### Journal Retention & Needs Listing [JRNL]

#### **Data Fields:**

- **Name of Managing Institution.** Determined by login.
- **Primary OCLC Symbol for Institution.**
- **Marc Org Code for Institution.**
- **Name of "location", i.e. Facility Name.** Free text field.
- **Mailing address.** Free text field.
- **PSAP Associations.** Identifies the archiving programs (ASERL, FLARE, WRLC, etc.) to which the institution/location belongs.
- **Facility type.** Choice of one:
  - Full Service Library
  - High Density (Harvard Model) Storage
  - On Campus, Closed Stacks
  - Other - which when selected opens a text box (off-site storage that is not Harvard style high density would be listed here).
- **Physical description.** Free text field (1,000 characters), intended for a short description of facility and the program.

#### **Example:**

- *The University of Alabama has an off-site storage facility (Annex) which houses little-used, older materials and those items we have available electronically. All of the titles contributed to this project will be housed in the Annex. Materials are sorted and shelved by size and hand retrieved upon request. The collection cannot be browsed and therefore is not open to the public. Items circulate from the Annex upon request by the university community and ILL. The site features state-of-the-art humidity and temperature controls for preservation and mold/mildew control.*
- **HVAC.** Free text field. Intended for a short description such as “temperature and humidity controlled”.
- **Temperature/Humidity.**
  - The facility maintains stable temperatures that fall into the range of 35-65° F. [yes/no box]
  - The facility maintains stable RH (relative humidity) that fall into the range of 30-55% RH. [yes/no box]
- **Documentation.**
  - This facility has a:
    - Facilities Plan (details how facilities are monitored/managed) [yes/no box]
    - Disaster Plan [yes/no box]

**Glossary of terms:** See LibGuide at <http://guides.uflib.ufl.edu/content.php?pid=398425&sid=3262408> for descriptions of the facility types in the Scholars Trust model.