

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:
 - Campus Library – Open Access. A library located on campus, open to all/the library community.
 - Campus Library – Closed Access. A library located on campus, secure access.
 - Standalone Facility – Open Access. Any facility located off campus holding library collections, open to all/the library community.
 - Standalone Facility – Closed Access. Any facility located off campus holding library collections, secure access.
 - Standalone Facility – Closed Access-Harvard Model. Any facility located off campus holding library collections organized in Harvard model (High-bay, static shelving), secure access.
 - Standalone Facility – Closed Access-Automatic Storage and Retrieval (ASRS) Model. Any facility located off campus that utilizes an Automated storage and retrieval system (ASRS), secure access.
- **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]