



AGLIN
AUSTRALIAN GOVERNMENT LIBRARIES INFORMATION NETWORK

Closing a government department library

Checklist for staff

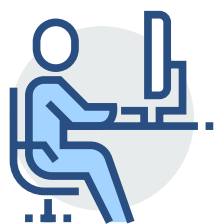
This checklist accompanies the publication *Not simple, not straightforward and not an instant cost saving: the realities of closing a government department library*.

While ALIA AGLIN works to support government libraries and help them stay open, there are times when all advocacy fails. At these times, we need to support our Members through the difficult task of closing their library.



E:resources

- Assess existing licensed and non-licensed e-resource agreements to determine which resources are able to be cancelled with and/or without penalties.
- Identify if the library is part of any consortia arrangement and assess penalties for withdrawal from membership due to library closure.
- Advise management of existing agreement clauses for a decision on what if any resources should be retained or cancelled.
- Notify all industry partners of library intentions once management has decided on a course of action.
- Make a decision, after consultation, regarding the library's catalogue: will the bibliographic record for e-resources be updated or will the catalogue be decommissioned?
- Make a recommendation on replacement access/entry point for e-resources eg an intranet page.
- For e-resources that the organisation will still have access to (for whatever reasons: unable to cancel immediately, bound to payment for next 12 months), post closure management must organise access to e-content for specified period including technical support.
- Action (non-licensed) eMonographs and eSerials. If these are not available elsewhere and published in Australia, staff can use the National eDeposit www.ned.gov.au to make these resources available via National, State and Territory Libraries.



Business systems

- Remove holdings from Libraries Australia (Australian National Bibliographic Database).
- Assess existing business systems agreements to determine which subscriptions are able to be cancelled with and/or without penalties.
- Advise management of existing agreement clauses for a decision on what if any business systems should be retained or cancelled.
- Advise industry partners/vendors of changes.
- Discontinue social media accounts.
- Investigate the necessity for continuation of proxy certificate for seamless access to (any retained) e-resources.
- Cancel interlibrary loan associations/memberships.
- Cancel any online distribution.
- Cancel reference knowledge base – lose access to historical knowledge base?
- Cancel file transfer portals if necessary.



Physical Resources

- Identify libraries or other entities that would be willing to potentially acquire parts of interest to them. With decreasing physical space available in other libraries, this can prove very difficult.
- Identify units or individuals within the organisation that would be willing to house physical items from the collection for organisational use.
- Make decisions on what to do with unique material, such as government publications, that no other library holds.
- Assess the collection (with archives staff) and send relevant records to State or National Archives.
- Consult authors or responsible persons on appropriate disposal of internal or sensitive documents.
- Investigate the most cost-effective long-term storage costs for physical resources deemed necessary⁴.
- Investigate the most cost-effective retrieval costs for physical resources when required for use⁵.
- Consider and organise material into boxes for storage.
- Make a decision, after consultation, regarding the library's catalogue. Will the bibliographic record of each item discarded be updated or will the catalogue be decommissioned?
- Action updating of records to go to storage. How will staff know what or where to look for items that are sent to storage?
- Consider and recommend how to make a request online for retrieval from storage.
- Identify possible storage areas onsite – costs would be quarterly pest and ant control.
- Identify suitable publications for donation, usually general works; box and transport to charity collection or arrange pickup.
- Arrange skip bins or other disposal means for physical material unable to be donated⁶.
- Dispose of physical resources.
- Disassemble library shelving. If new and in good condition, it may be possible to donate shelving. If not, organise dump collection.
- Ensure that any confidential or controversial publications are disposed of securely; this may involve costs.

⁴ This will vary depending on the amount of material to go to storage. One medium sized special library was quoted between \$400 - \$500 per month (depends on number of boxes/storage area)

⁵ Consider what the retrieval turnaround needs to be, there may be extra costs for a speedier retrieval

⁶ Price depends on size. One medium size library filled 7 skip bins at \$220 each a week