



# Best Practices for Shared Print Storage Environments

## Summary:

Shared print retentions carry with them the assumption of longevity. It can be assumed that questions will arise around the storage environment in which the shared print collections are retained. Additionally, when a group of libraries or programs undertake to coordinate shared print retentions, there may be questions around what storage environments are most appropriate. For some shared print retentions, an efficient, appropriate storage environment may be a service library, in open stacks. For other shared print retentions, it may be advisable to prioritize secure, environmentally regulated space.

This best practice is composed of two sections: (1) a recommended tier system to quickly identify the quality of the storage environment in which a title resides; and (2) recommendations for programs and participants to consider as they determine what storage environments are optimal for their shared print collections.

## Storage environments:

Tier	Facility Type	Annual TWPI	Relative Humidity	Max. Temp.	Light Exposure	Disaster Preparedness	Security	Prioritize
		<i>In the Tier System, Annual Time-weighted Preservation Index (TWPI) is the primary criteria for tracking climate control of the storage environment. If unavailable, a range for Relative Humidity and Maximum Temperature are provided.</i>						<i>Prioritized items in the storage space.</i>
Good - Tier 0	Full Service Library - Open Access Area	Unable to monitor or report on any measures.						~Digitally preserved titles ~Generally, titles or copies identified in a project as being at low risk of loss and having minimal impact if lost (e.g. titles with many retained copies)
Good - Tier 1	Full Service Library - Open Access Area	N/A	Some monitoring ability.					~Digitally preserved titles ~Generally, titles or copies identified in a project as being at low risk of loss and having minimal impact if lost (e.g. titles with many retained copies)
Better - Tier 2	Standalone Storage Facility or Full Service Library - Closed Open Access Area	40 or better	30-60%	70 degrees F or less	Unlimited	At a minimum: fire detection.	N/A	~Electronically available, but not digitally preserved titles ~Generally, titles or copies identified in a project as being at risk of loss and having impact if lost
Best - Tier 3	Standalone Storage Facility or Full Service Library - Closed Access Area	75 or better	30-50%	65 degrees F or less	Unlimited	At a minimum: fire detection and suppression.	Key card or lock	~Electronically available, but not digitally preserved titles ~Generally, titles or copies identified in a project as being at risk of loss and having impact if lost
Aspirational - Tier 4	Standalone Storage Facility	120 or better	30-40%	55 degrees F or less	Limited to work hours	At a minimum: fire detection, suppression, and notification to response team; reinforced building if relevant; materials located to minimize flooding risk; general disaster plan in place.	Key card or lock Explicit and up to date security policy or plan	~Last or scarce copies ~Print-only titles ~Generally, titles or copies identified in a project as being at high risk of loss and high impact if lost

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## Recommended storage environments for shared print:

This best practice is meant to support shared print program member libraries as they evaluate the storage options available to them. While this best practice makes recommendations that take into account the need for materials to be secure, closed storage facilities with basic environmental regulation (Tier 1 or Tier 2 as outlined in Table 1), not all contributors will have access to that type of environment.

## How to denote storage environment information for shared print retentions:

Option 1: Record and expose through a directory of retention institutions associated with shared print registries (i.e., directory of facilities in the Print Archives Preservation Registry); a related option is to further expose the tiers as a generated data field in the metadata.<sup>1</sup>

Option 2: Record and expose through local metadata (i.e., 583 note in disclosure records).

## Resources

- ALA CORE's Library Storage Interest Group "Provides a forum for exchanging ideas on the planning, design, development, operation, management, and/or dismantling of library collection storage." See website at <https://www.ala.org/core/member-center/interest-groups/library-storage>.
- ALA's "Caring for Books and Paper" resource list [https://www.ala.org/alcts/preservationweek/howto/books\\_paper](https://www.ala.org/alcts/preservationweek/howto/books_paper).
- Book - "Library Off-Site Shelving: Guide for High-Density Facilities" by Danuta Nitecki and Curtis Kendrick
- [Environmental Standards for WEST Archives](#) (2020)
- [ISO 11799:2015 Information and documentation — Document storage requirements for archive and library materials](#)
- [Library Storage Facilities and the Future of Print Collections in North America](#) (2007). OCLC Research Report by Lizanne Payne
- [The Preservation Index and the Time Weighted Preservation Index](#)

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<sup>1</sup> As of August 2021 the exact location and syntax for this is still being discussed by the Partnership Best Practices and OCLC Metadata group.