

June 3, 1994

**Affiliated Groups**

- Eastern Regional Health Sciences Association
- Metropolitan Detroit Medical Library Group
- Mid-Michigan Health Sciences Libraries
- Northern Michigan Health Sciences Libraries Group
- Upper Peninsula Health Science Libraries Consortium
- Western Michigan Health Sciences Libraries Association

Dear MHS�A member;

The Research Committee has been charged with evaluating the needs of the membership for storage of print materials, especially older materials. One of the issues the Board would like to investigate is the interest in and the practicality of MHS�A developing a storage site.

The ad Hoc Committee on Technology for Interlibrary Loan and Document Delivery is also looking into what libraries are currently using and thinking about using in the future for ILLs and document delivery.

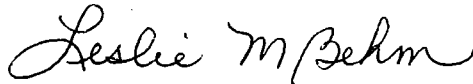
In order to make life simpler for all involved, the two committees have combined the questions into one questionnaire. Please answer all the questions.

The results will be tabulated and presented to the membership at the Annual Meeting in September.

Please return the questionnaires by June 30 to:

Leslie M. Behm  
A137 Clinical Center Library  
Michigan State University  
East Lansing, MI 48824

Sincerely;



Leslie M. Behm  
Chair, Research Committee

Committee members:      Ellen Marks  
   Leona Williams  
   Patricia Redman

MHSLA Research Committee Survey on Space Needs for Materials

Please circle the answer or fill in the blank.

Examples:

A. Does your library hold journal titles in storage? (circle number)

- ① YES
- 2 NO

B. What is the earliest year in storage? 1966-

Name of Institution \_\_\_\_\_

Number of Beds \_\_\_\_\_

Name of Individual filling out survey \_\_\_\_\_

Based on last complete fiscal year (19\_\_ ) \_\_\_Jan-Dec \_\_\_Apr-Mar \_\_\_Jly-Jne \_\_\_Oct-Sept

1. Does your library hold journal titles in storage? (circle number)

- 1 YES
- 2 NO (if no, skip to #18)

2. If yes, how many linear feet of storage shelving? \_\_\_\_\_

3a. What is your library's retention policy for Brandon lists titles in the library?

b. What is your library's retention policy on titles not on the Brandon lists in the library?

4. At what percent capacity are the shelves in the library? \_\_\_\_\_

5. What is the earliest year in storage? \_\_\_\_\_

6. Where is the storage facility located: (circle number)

- 1 ONSITE
- 2 OFFSITE

7. Where is the facility? (circle number)
- 1 ADJACENT TO LIBRARY
  - 2 SAME BUILDING
  - 3 ANOTHER BUILDING (on campus)
  - 4 OFF CAMPUS
8. If the site is off campus, what is the distance (in miles) from the hospital? (circle number)
- 1 1-5 MILES
  - 2 6-10 MILES
  - 3 11-15 MILES
  - 4 >15 MILES
9. Is there an annual fee for the storage facility? (circle number)
- 1 YES
  - 2 NO
- If yes, what is the fee: \_\_\_\_\_
10. Do you retrieve material from storage for interlibrary loan? (circle number)
- 1 YES
  - 2 NO
11. How much time per week (in hours) is spent in getting materials from storage (include finding, retrieval, travel)? (circle number)
- 1 1-5 HOURS
  - 2 6-10 HOURS
  - 3 11-15 HOURS
  - 4 16-20 HOURS
  - 5 >20 HOURS
- 12a. Where are materials photocopied? (circle number)
- 1 COPIED AT FACILITY
  - 2 BROUGHT BACK TO LIBRARY
  - 3 BOTH ARE DONE

13. Is there a fax machine in the storage facility? (circle number)
- 1 YES
  - 2 NO
14. Which staff person has the primary duty to retrieve the materials? (circle number)
- 1 LIBRARIAN
  - 2 LIBRARY ASSISTANT
  - 3 STUDENT/PAGE
  - 4 VOLUNTEER
  - 5 OTHER (please specify) \_\_\_\_\_
15. What is the cost of retrieving an item? \_\_\_\_\_
16. How many items are requested per week? \_\_\_\_\_
17. What is the average turn around time for retrieval of items from storage?
- \_\_\_\_\_ Hours
  - \_\_\_\_\_ Days
18. Are any monographs in storage? (circle number)
- 1 YES
  - 2 NO
19. Do you have/buy journals on microform? (circle number)
- 1 YES
  - 2 NO
- If yes, why?
- 1 COST
  - 2 SPACE
  - 3 OTHER (Please specify) \_\_\_\_\_

20. Do you bind journals? (circle number)

1 YES

2 NO

If no, why? (circle all that apply)

1 COST

2 QUALITY

3 SPACE

4 OTHER (Please specify) \_\_\_\_\_

21. What percentage (%) of the journal titles are bound? \_\_\_\_\_

22. What percentage (%) of the journals titles are in microform? \_\_\_\_\_

23. If you are not currently using a storage facility, do you anticipate the need for one in the next five (5) years? (circle number)

1 YES

2 NO

24. If MHSLA were to develop a shared storage facility, would you be interested in using it? (circle number)

1 YES

2 NO

If yes, how much would you be willing to budget for using it? \_\_\_\_\_

25. What factors would be most important in your decision to use such a facility? (circle all that apply)

1 TURN AROUND TIME

2 LOCATION

3 COST

4 AMOUNT OF MATERIAL STORED

5 OTHER \_\_\_\_\_

26. Do you use a fax machine? (circle number)

1 YES

2 NO

Is it in the library?

1 YES

2 NO

27. Do you have a modem? (circle number)

1 YES

2 NO

28. Do you use the internet? (circle number)

1 YES

2 NO

If yes, what is your internet address? \_\_\_\_\_

What service is your internet address from? \_\_\_\_\_

What is the annual cost? \_\_\_\_\_

How do you access the internet? (circle number)

1 DIAL-UP (via modem and phone line)

2 ETHERNET (card in the computer separate from modem)

3 LAN (local area network)

4 OTHER \_\_\_\_\_

29. If MHSLA were to provide access to the internet, how much would you be willing to budget per year? \_\_\_\_\_

**Document Delivery Services**

30. Which of the following services do you use: (circle all that apply)

- 1 LOANSOME DOC
- 2 ARIEL
- 3 ADONIS
- 4 QUICKDOC
- 5 DIALOG
- 6 ISI
- 7 FAXON
- 8 EBSCO
- 9 UMI
- 10 FIRST SEARCH
- 11 DOCLINE
- 12 OTHER \_\_\_\_\_

31. Are you evaluating any of the following for continuation or purchase: (circle all that apply)

- 1 LOANSOME DOC
- 2 ARIEL
- 3 ADONIS
- 4 QUICKDOC
- 5 DIALOG
- 6 ISI
- 7 FAXON
- 8 EBSCO
- 9 UMI
- 10 FIRST SEARCH
- 11 DOCLINE
- 12 OTHER \_\_\_\_\_

Thank you for taking time to answer these questions. If you have any other comments regarding storage of library materials please respond here:

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Please Return to: Leslie M. Behm  
A137 Clinical Center Library  
Michigan State University  
East Lansing, MI 48824

Research Committee  
Annual Report  
1994-1995

**Affiliated Groups**

Eastern Regional Health  
Sciences Libraries  
Association

Metropolitan Detroit  
Medical Library Group

Michigan Association  
of Consumer Health  
Information Specialists

Mid-Michigan Health  
Sciences Libraries

Northern Michigan Health  
Sciences Libraries Group

Upper Peninsula Health  
Sciences Libraries  
Consortium

Western Michigan Health  
Sciences Libraries  
Association

**Members:** Leslie Behm, Chair  
Cheryl Putnam  
LeaAnn McGaugh  
Pat Redman  
Leona Williams  
Marge Kars

No activities were done this year. Next year under the direction of Lynda Baker, the committee will begin a survey paralleling the survey done in 1987 on salaries and facilities.

*Leslie M Behm*