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Walking the tightrope:

Balancing everyday work responsibilities
with managing a multi-phase project

Lungile Rathepe
Carin Bezuidenhout
Maritz Visser



Introduction

- UP2025 Strategy
- Library's Strategic Plan 2022-2026 has six strategic directions and priorities
- Fourth = *Enhance an environment conducive to research, learning and working*
- Main objective to accomplish this:
 - Open up physical space in the library

Setting the scene

The Paper Journal Collection

- Library has a large paper journal collection
- Made sense to move as much of our paper collection to off-site storage
 - Global shift from paper to electronic
 - DLS has a considerable investment in e-journals

The Paper Journal Collection

- Journals to move:
 - Natural Sciences
 - Engineering
 - Built Environment
 - Information Technology
- First course of action: Acquire Backfiles



Two main phases of
relocating the paper
journal collection

Preparing the Paper Journal Collection

- Assess what we have on the shelves
 - Titles
 - Volumes
 - Years
 - Measurements
- Not all titles on the catalogue
- Create an accurate and complete inventory list and update our Holdings

Preparing the Paper Journal Collection

- Storage facility too small to house all our paper journals
- Decision was made to purchase backfiles in order to discard “duplicate” paper journals
- Remove duplicate journals from the shelf
- Update holdings/inventory again

Planning the big move

- Problem 1: How will journals be physically moved?
- Problem 2: What mode of transport needed to be utilized?

Challenges

Challenge 1: Incomplete Data

- Update inventory list
- Physically assess titles on shelves
 - Time consuming
 - Disruption to daily workflow
 - Ensure colleagues could act as backup

Challenge 2: Organising data for quick answers

- Determine paper journal collection overlap with electronic backfiles collection
- Determine amount of space saved if backfiles are purchased
 - Basic to intermediate knowledge of Excel
 - Generate and manipulate large lists

Challenge 3: Making important practical and financial decisions

- Identify specific space-consuming journal titles
- Request quotes for backfiles
- Weigh affordability vs amount of space to be saved

Challenge 4: Correct calculation of spaces

- A total of 2.8km of space
- Ensure paper journals to be moved would not exceed this
- Keep track of of the amount of space to be saved from journals being removed
 - Paper collection was calculated to occupy 2.7km

Challenge 5: A logistic nightmare

- Paper journals consists of 1790 titles spread over three locations
 - Rare Collections (Pre 1990)
 - Science and Engineering Collection (Post 1990)
 - Letlotlo building (Pre 1990)
- All journals to be moved to single off-site storage
- From DDC to alphabetic order

Challenge 5: A logistic nightmare

- Create and manage copies of lists
 - Packing list for each location
 - Shelving list of off-site location
- Manage time as efficiently as possible
 - Packing and unpacking in such a way as to ensure minimal delay
- Mark boxes in a way that makes sense and to ensure titles aren't missed
- Updating shelving locations of moved journals as soon as possible

Challenge 6: Getting everyone on board

- Appointed labour workers needed some orientation on the project
 - Goal of the project
 - Shelving conventions
- Guidance and good communication was key
- Growth in confidence and independence

Challenge 7: New workflows and time management

- 25 hours a week for project
- Balance day-to-day responsibilities with project
- End of each week, next week's schedules sent out



Lessons learned and skills gained

Lessons learned and skills gained

- Technical skills
- Soft skills
- Problem solving
- Flexibility/Adaptability
- Project management
- People/Time management
- Integration of new workers
- Growth as a unit for Acquisitions Team

The Acquisitions Team

- **Chrissie Boeyens**
- Responsibilities:
 - Coordinator:
Acquisitions



The Acquisitions Team

- **Lungile Rathepe**
- Responsibilities:
 - Renew eJournal subscriptions
 - Tests access to eJournals
 - Claims
 - Update Holdings for cancelled print journals



The Acquisitions Team

- **Ernest Sefolo**
- Responsibilities:
 - Print book orders
 - Nevada administrator
 - Donations
 - Receiving
 - Cataloguing



The Acquisitions Team

- **Maritz Visser**
- Responsibilities:
 - eBook Orders
 - Maintain access to eBooks
 - Manage electronic resource licenses
 - Renew electronic Databases



The Acquisitions Team

- **David Maseko**
- Responsibilities:
 - Receiving print books and journals
 - Renew print journal subscriptions
 - Claims
 - Invoices



The Acquisitions Team

- **Carin Bezuidenhout**
- Responsibilities:
 - Maintain eJournal collections on the Knowledge Base
 - Maintain eJournal access





Thank you