

#### Walking the tightrope:

Balancing everyday work responsibilities with managing a multi-phase project

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#### 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 ejournals

#### 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 occupy2.7km

#### 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 indepence

# 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

- Chrissie Boeyens
- Responsibilities:
  - Coordinator:Acquisitions



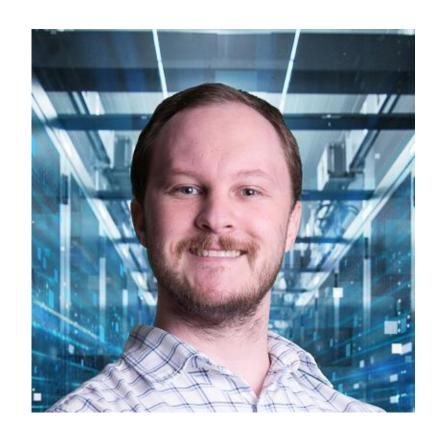
- Lungile Rathepe
- Responsibilities:
  - Renew eJournal subscriptions
  - Tests access to eJournals
  - Claims
  - Update Holdings for cancelled print journals



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



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



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



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



### Thank you