

# FINDING AN EFFECTIVE WORKFLOW: DE-ACCESSIONING AND RE-ACCESSIONING

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## INTRODUCTION

In the fall of 2022, the University of Arkansas' Special Collections took on an overwhelming task: safely move over 70,000 items to LINX, the off-site library annex storage location, before winter break.

## CHALLENGES

- The number of uncatalogued materials.
- The lack of a proper workflow.
- Items still needed to be accessible to patrons.
- How to track each item at Linx (27,000 square foot facility that can hold 1.8 million items).
- A small team.
- The two main problems: accessioning and cataloging/packing.

## SOLVING THE PROBLEM

- Collaborating with the software developers at Caiasoft, a new feature was added to allow batch accessioning of published materials found in Alma.
- Initially, librarians from other departments volunteered to pack boxes. Then, temporary staff was hired to speed up the workflow.
- In collaboration with LINX, a workflow was established that allowed items to be requestable and accessible while being re-accessioned into storage.

## RESULTS

After much trial and error, an efficient workflow was found.

- 1) Every item's barcode is scanned into a spreadsheet, effectively de-accessioning the item.
- 2) Books are organized in a single row down the center of an acid-free records box.
  - 2a) Larger items are packed securely in appropriately sized boxes
- 3) Acid-free tissue paper stuffs the sides of the box for cushion
- 4) Each container is assigned a label with a unique barcode.
- 5) Batch accession containers into Caiasoft.
- 6) Containers are transferred to Linx via the logistics manager.
- 7) Items are re-accessioned at Linx.

## CONCLUSION

When an item is requested, it is first searched in Alma. There, we can see where it is located. Then, an order is sent to LINX via Aeon. A LINX staff member uses the digital footprint in CaiaSoft to find the item and send it to the library via the logistics director.

# By utilizing CaiaSoft, Alma, and temporary staff, the special collections team was able to devise an efficient and safe workflow that moved 72,787 items to storage while also remaining open and accessible to patrons.



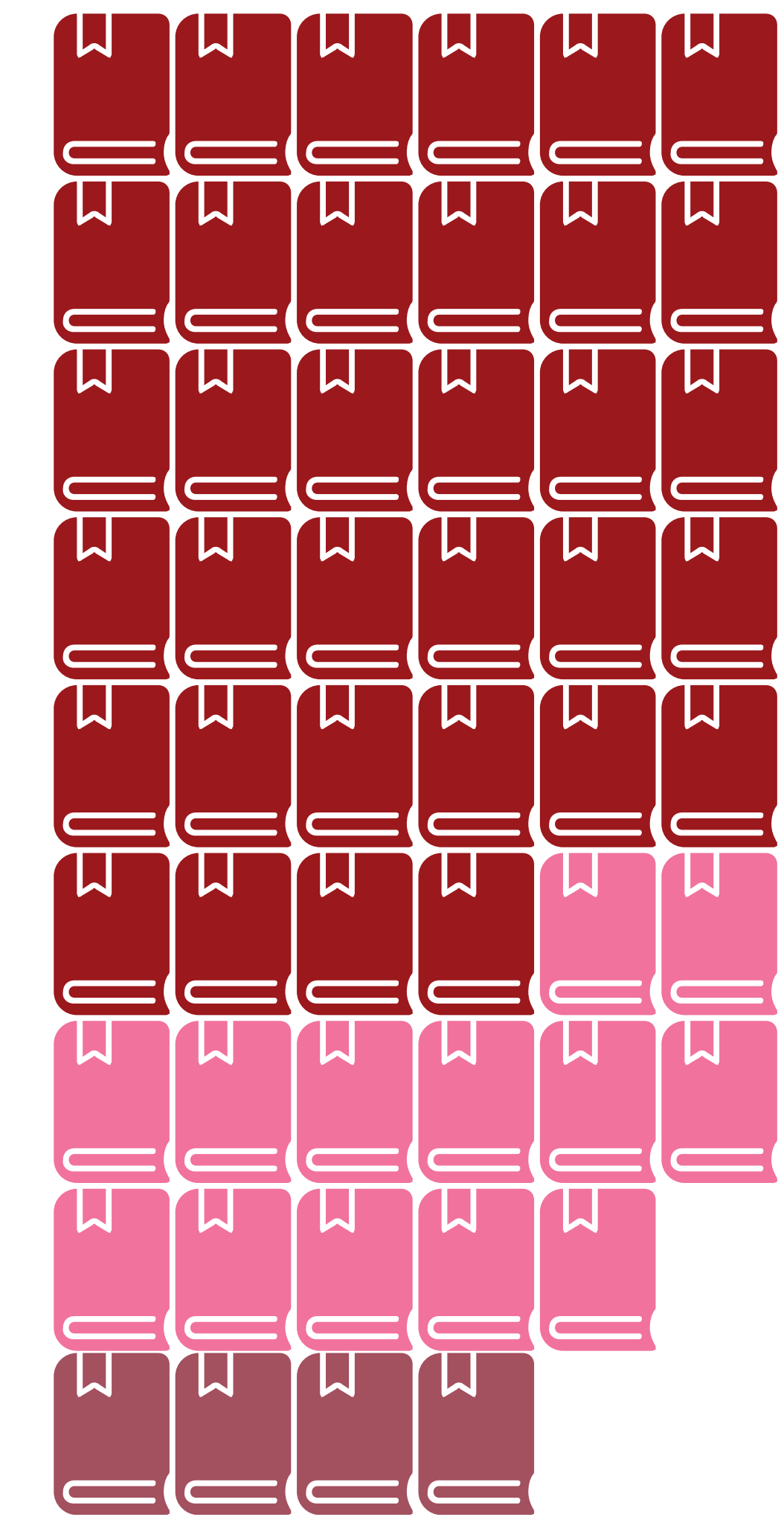
## ANALYSIS

Through an innovative workflow, cross-departmental collaboration, and the hiring of temporary staff, Special Collections remains open and accessible through the renovation.

## ACKNOWLEDGEMENTS

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## TYPES OF BOXES MOVED DURING RENOVATION



A) Manuscripts and archives: 12,329

B) Books and serials: 4,740

C) Uncataloged books and serials: 1,269