While we plan for a new or expanded Library, it has been necessary to store some books and bound periodicals in an off-site storage facility. Datasafe, a records-storage facility located in San Francisco, has been selected because of its close proximity and our ability to retrieve books stored there. Books sent to Datasafe have been carefully inventoried and can usually be retrieved within 2-3 business days. Articles needed from periodicals in storage will be obtained by the quickest method possible, which will usually be through Illiad (Interlibrary Borrowing Services).

Using Off-Site Storage is necessary to provide sufficient space in the existing building to maintain the present collection without damaging or misshelving materials due to overcrowding. Also, the space regained allows Collection Development librarians and their faculty colleagues to continue to acquire new books and journals to support teaching, learning, and research at Saint Mary’s College.

Frequently Asked Questions

How are materials selected for Off-site Storage?
Phase I (1999 – 2001): Library staff selected books for storage that had no record in Albert, the Library’s online catalog. Almost all of these books have since been added to Albert. Pre-1980 runs of selected, low-use periodicals were also stored. Approximately 40,000 volumes were stored during Phase I.

Phase II (2007-2009): Approximately 25,000 books were identified for Phase II storage. These books were purchased prior to 1998 and had not circulated in the last seven years. All of these books are included in Albert, the Library’s online catalog and have the location as “Off-Site Storage.”

Phase III (2013 - ): Approximately 10,000 low-use, older titles have been identified for Phase III storage. The books identified for Phase III have not circulated in the past 12 years. These books are also all in Albert.

Work on this next phase began in January 2013.

How many volumes will be stored?
The total goal for this project is the storage of approximately 75,000 books. Approximately 14% of our bound periodical collection has been stored. This number of volumes and the length of time in storage will depend on the progress of the Library expansion project or other storage options in the future.

How will I know if an item is in storage?
If a record in Albert indicates “Off-Site Storage,” there will be a link in the Albert record to “Connect to Off-Site Storage Retrieval Service.” Click this link to fill out the online request form.

There are still a few books from Phase I not yet added to Albert. We expect the last of these to be included in Albert by the end of 2013. These books are searchable in the old card catalog on the third floor. If you locate a book in the card catalog, instead of Albert, use the same online form to request the book. This form is found on the Library’s web page under “Services”: (http://www.stmarys-ca.edu/node/17702).

How can I get an item that has been stored?
Please use the link in the Albert record that states “Connect to Off-Site Storage Retrieval Service.” There you will find additional information and an online request form. For periodicals, please request the article you need using ILLiad (Interlibrary Borrowing Services).

Who may request this service?
Anyone who has a current Library card may request that items be retrieved from storage. Alumni or our friends from the community who wish access to an item in storage are invited to purchase a Library card at the Circulation Desk.

How long does it take?
It takes approximately 2-3 business days (Monday – Friday) to retrieve an item from Storage.
How much does it cost?
There is no charge to any Library user who is in possession of a valid Library card.

Will books retrieved from Off-Site Storage be returned there?
It depends, but generally no. Most books requested from Storage are retained in the Library after circulation. Periodical runs and selected low-use books (determined by the Librarian Subject Selector) will be returned to Storage after use.

For questions, please contact the Circulation Desk at 631-4229