CAVAL is a public not-for-profit company owned by 12 universities across the Australian states of Victoria, NSW and Tasmania. Since 1978 CAVAL has provided a variety of services to libraries on a collaborative and commercial basis.

- Off-site storage of print materials (CARM & CARM2 stage 2 repository).
- Training and event management (a national public program; in-house and online training programs).
- Cataloguing (including 70 languages other than English).
- Processing of shelf-ready library materials.
- Consultancy (e.g. library reviews, recruitment, collection management).
- Document Delivery and Inter-Library Loans from CARM.
- Information Systems management e.g. VDX (Virtual Document Exchange) software for the CLIC Consortium.
- Statistics and Library Assessment services e.g. CAUL statistics.

Additional services available to members include:

- Expert Collaborative Committees (e.g. Reference, Human Resources, Digital Resources).
- Reciprocal Borrowing Program.
- Research including a Visiting Scholar Program.
- Advocacy on behalf of member libraries.
- Product reviews (e.g. Turnitin software for the detection of plagiarism).
- Union Catalogue of holdings (CoolCat).

New services in 2008:

- Scanning and Digitising Service (Kirtas 2400 Scanner and OCR Software).
- Horizon Executive Leadership program for Senior Library Managers.

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Library Space Planning: Assessing Options for the Long-term Storage of Print Materials

As part of the planning process CAVAL undertook an option analysis of alternative storage solutions (for low-use material) from the perspective of potential users (i.e. universities) to assess the financial and non-financial impacts associated with the options.

### Summary of the Storage Options Analysis

<table>
<thead>
<tr>
<th>Options</th>
<th>Description</th>
<th>Financial Impact (total cost in Nominal Terms over a 10 years forecast)</th>
<th>Financial Impact (total cost in NPV over a 10 years forecast)</th>
<th>Overall Qualitative Impact</th>
<th>Risk Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Base Case - Do nothing and continue to acquire materials</td>
<td>• Continue to acquire research materials&lt;br&gt;• Discard excessive low-use materials</td>
<td>$1,119&lt;br&gt;$641</td>
<td>Poor</td>
<td>Very High</td>
<td></td>
</tr>
<tr>
<td>2 CARM 2 (Partial Capital Contribution)</td>
<td>• Store research materials in CARM 2&lt;br&gt;• Make a capital contribution to CARM 2&lt;br&gt;• Secure storage space &amp; a reduced storage charge per linear metre</td>
<td>$6,297&lt;br&gt;$4,709</td>
<td>Excellent</td>
<td>Low</td>
<td></td>
</tr>
<tr>
<td>3 CARM 2 (No Capital Contribution)</td>
<td>• Store research materials in CARM 2&lt;br&gt;• Do not make a capital contribution to CARM 2&lt;br&gt;• Maintain storage entitlement via annual charge per linear metre</td>
<td>$8,227&lt;br&gt;$4,935</td>
<td>Excellent</td>
<td>Low</td>
<td></td>
</tr>
<tr>
<td>4 Build new library building on campus</td>
<td>• Build a new library building on campus&lt;br&gt;• Store books in new building using same configuration as existing University library facility&lt;br&gt;• Provide amenities for researchers to access books &amp; for library staff to provide support &amp; supervision&lt;br&gt;• Only library-like storage density is achievable</td>
<td>$9,628&lt;br&gt;$10,281</td>
<td>Good</td>
<td>Moderate</td>
<td></td>
</tr>
<tr>
<td>5 Digitise collections</td>
<td>• Scan printed materials into digital format, using outsourced resources&lt;br&gt;• Provide IT infrastructure to capture, store &amp; provide user access to digital images</td>
<td>$58,116&lt;br&gt;$39,480</td>
<td>Excellent</td>
<td>Moderate – High</td>
<td></td>
</tr>
<tr>
<td>6 Retro-fit on campus library buildings for medium to high density storage</td>
<td>• Upgrade existing on-campus building&lt;br&gt;• Refurbish &amp; install climate-control system &amp; replace shelving&lt;br&gt;• Provide collection management &amp; retrieval services</td>
<td>$4,948&lt;br&gt;$4,050</td>
<td>Good</td>
<td>Moderate</td>
<td></td>
</tr>
<tr>
<td>7 Retro-fit existing off-site university owned building for medium to high density storage</td>
<td>• Upgrade existing off-campus building&lt;br&gt;• Refurbish &amp; install climate-control system &amp; replace shelves&lt;br&gt;• Provide collection management &amp; retrieval services&lt;br&gt;• Requires on-site staffing &amp; security</td>
<td>$8,417&lt;br&gt;$6,206</td>
<td>Good</td>
<td>Moderate – High</td>
<td></td>
</tr>
<tr>
<td>8 Purpose build off-site medium or high density storage facility</td>
<td>• Develop purpose built high density storage facility on-campus grounds&lt;br&gt;• Requires on-site staffing &amp; security&lt;br&gt;• Involves installation of a climate-control system &amp; suitable shelving&lt;br&gt;• Provide collection management &amp; retrieval services</td>
<td>$5,233&lt;br&gt;$5,315</td>
<td>Good</td>
<td>Moderate – High</td>
<td></td>
</tr>
<tr>
<td>9 Contract for storage with commercial provider</td>
<td>• Source a commercial storage provider&lt;br&gt;• Identify materials to be stored, &amp; transport to storage facility</td>
<td>$3,066&lt;br&gt;$1,836</td>
<td>Poor</td>
<td>Very High</td>
<td></td>
</tr>
</tbody>
</table>

### Conclusions

1. The CARM 2 option is a competitive option for the storage of low-use research materials because:
   - a lower initial capital outlay is required compared to the purpose built options, and no additional library resources to monitor and catalogue research materials are needed;
   - the facility provides the qualitative needs for a user of a low-use storage facility; and
   - set-up and operational costs to the user appear to be minimised.

2. The purpose built and re-fit options appear less attractive due to:
   - the relatively high cost of developing or refurbishing a purpose built facility for the sole use of a single University;
   - the need to source resources to process, catalogue and monitor low-use research materials by the Universities;
   - the opportunity costs associated with developing on campus; and
   - the risks to the Universities associated with the development period may be too high given the purpose of the facility is not a core tertiary service, but rather a key requirement of tertiary libraries.

3. While the digitisation option appears to be a costly resource intensive process, future unidentified cost savings and additional services offered in a digital environment may make this option attractive. However the impact of permanent loss of print research volumes would also need to be identified.
The CARM Centre

The CARM (CAVAL Archival and Research Materials) Centre is a purpose-built, high-density, environmentally controlled storage facility designed for the long-term storage and preservation of print materials. The Centre has now been in operation for 10 years and is nearing capacity. To meet future demand for the storage of low-use paper-based research storage, CAVAL is proposing to build a second storage facility (‘CARM 2’).

CARM includes a shared collection managed by CAVAL for long-term ownership, maintenance and access, providing a cost-effective solution for members archival storage. The Centre gives libraries fast, easy access to rarely-used material, delivering requested material digitally to the user-desktop. Additionally space is used by members and customers for secure storage of materials for which they maintain ownership.