MEMO
To: Daniel Mack, Associate Dean for Collection Strategies & Services
From: Tim Hackman, Director of User Services & Resource Sharing
Date: March 9, 2016
Re: Communicating with library users re: MOSS/Severn materials

Below is an announcement regarding materials in offsite storage (aka MOSS) for the subject specialists to share with their departments, or with individuals who make heavy use of such materials. User Services & Resource Sharing will also be contacting heavy users of offsite materials, defined as anyone who has placed 48 or more requests in the past four years. Please refer any questions to User Services & Resource Sharing at lib-severn@umd.edu.

Between April and October 2016, UMD Libraries materials held in offsite shelving at the Johns Hopkins Library Services Center (aka MOSS) will be unavailable for request by library users. These materials will be moved to a new facility, the Severn Library (some details of which are included below). Moving, inventorying, and reshelving these materials at Severn Library will take approximately six months; during that time you will not be able to place requests for these materials through WorldCat or other means. You will still be able to return materials from offsite shelving to any UMD library during this period.

If you have specific materials you know you will need during this period, we recommend requesting them ahead of time. If you will need to order a large number of volumes (for example, large journal runs), please contact us at lib-severn@umd.edu and we will make arrangements to store them for your use in McKeldin Library.

Beginning in early April, you may use Interlibrary Loan to request materials which you would normally request from offsite shelving. To receive the fastest service and longest loan periods, we recommend placing your request directly via UBorrow (http://www.lib.umd.edu/access/uborrow). More information about Interlibrary Loan and UBorrow is available at: http://www.lib.umd.edu/access/ill

Severn Library is a high-density, climate-controlled facility for the long-term preservation of valuable books and archival materials. Located on Greenbelt Road, on the site of a former Washington Post printing and distribution center, the facility will eventually hold approximately three million volumes and will offer next-day delivery of those items to UMD Libraries locations. More details about the Severn Library can be found at: http://www.lib.umd.edu/severn