**Council of State University Libraries**

**Statewide Storage Task Force (SSTF)**

Quarterly Report for the December 2011 CSUL meeting

FINAL

This report includes discussions and activities from task force meetings conducted via conference call on September 23rd, October 10th and November 14th as well as communication via e-mail.

1. **Conference call discussion topics**
   1. **Facility and project updates**
      1. Auxiliary Library Facility (ALF)
         1. Five full time staff members were hired in September using construction funds through a temp agency to deduplicate the ALF collection and process materials into trays. Since January of 2010, over 110,000 volumes have been trayed.
         2. A Condition Assessment group made up of UF staff has been created to address issues regarding deteriorated items surfaced during the traying process. Any procedures drafted by this group will be vetted through SSTF and other groups as appropriate. This group will also determine procedures for adding 583 fields to the bibliographic records for items being retained. 583 is a field used to note ‘commitment to retain’ and ‘condition assessed’.
      2. Interim Storage
         1. On September 21st, Dean Judy Russell (UF) sent out two documents to SSTF that had also been sent to CSUL. One is a single page statement about the Shared Collection and Interim Storage that was prepared for the UF Provost so he could share it with the Council of Academic Vice Presidents. The second is a spreadsheet outlining the anticipated costs for the Eclipse interim storage facility and the Shared Collection for the next few years and how they will be allocated among the SUS institutions.
         2. As of late November, no contract has been signed for the lease of the interim facility.
         3. Discussions within SSTF have taken place to determine which materials should be sent to Interim and how they would be noted in Aleph.
      3. JSTOR:
         1. Collection managers at UF reviewed a portion of the JSTOR collection and made some recommendations. A spreadsheet listing these suggestions was sent to CSUL and the SSTF on August 31st.
         2. 350 titles were selected for 25 year retention on behalf of the Shared Collection and ASERL.
         3. 60 titles were suggested for possible withdrawal. However, all academic libraries participating in the Florida storage efforts were allowed to override this suggestion and request that a particular title be retained. Participating libraries had 60 days to review the titles list and ask that title(s) in fact be retained.
         4. Three libraries did request that a total of 37 titles be retained in the Shared Collection.
         5. Another set of JSTOR titles were examined by UF collection managers and the results forwarded to CSUL and SSTF on November 17th, following the same model as the first set.
         6. A new database, modeled on the ASERL Documents Disposition Database (please see <http://www.aserl.org/aserls-documents-disposition-database/> for more details) is being built. The new database will support missing issue tracking and allow participants to more easily fill gaps in journal runs housed in the Shared Collection. Winston Harris, a programmer from UF, attended the October call to listen to SSTF member concerns.

* 1. **New CSUL website** 
     1. Content for the SSTF portion of the CSUL web site was transferred to FCLA servers. SSTF members were asked to update their member profile. A small modification of the standard Drupal page format was implemented to allow certain key documents to be readily available.
     2. The 4 SSTF members who represent groups or consortia [Jonathan Miller from Rollins representing ICUF, Pat Profeta from Indian River State College representing the FCS, Faye Jones from FSU representing the Law Library community and John Martin from UF representing the Health Science Library community] are listed on the SSTF but the groups they represent is not clearly indicated on the website. Cathy Martyniak is working with FCLA to add this information.
  2. **Storage Cataloging, Access and Delivery (Sto-CAD) group**
     1. The Cataloging Guidelines for Originating Libraries document was approved by CSUL at their September meeting.
     2. A document outlining a potential work flow for transferring materials from originating libraries to the shared collection is in first draft.
  3. **Last Copy policy** 
     1. Cheryl McCoy (Coordinator of Collection Development and Government Documents at USF), a member of both SSTF and CPC, reviewed numerous other last copy policies from other consortial library organizations and drafted a policy for Florida. It was presented to both CPC and SSTF in November. She received comments from both groups and will be revising the document. She will be sending it out again for further feedback in December.
  4. **Naming the Florida academic library storage effort**
     1. A name for the storage effort is needed for a variety of reasons, including but not limited to use in MARC 583 fields, branding, documentation, etc. The name would generally apply to the entire spectrum of storage efforts, the shared collection, the catalog, the SSTF, the policies and procedures, etc.
     2. The name would not be applied specifically to the High density facility (HDF) itself, as there is a hope to use that building as a naming opportunity.
     3. The name should be short, simple, easy to say and somewhat descriptive.
     4. A series of discussions within SSTF are taking place to determine more specific parameters for the name. Once a core set of name options is achieved, the options will be forwarded to CSUL, ICUF, FCS, Health libraries and Law libraries for feedback and eventual approval.
  5. **Future discussion topics for the group:**
     1. Draft language for suggestion to SUS Libraries re barcode placement.
     2. Review outcome of first year of Uborrow program with respect to fees and fines. Determine if the UBorrow model of not charging back directly for fees and fines was equitable and if the Storage facility could or should adopt this model.
     3. Discuss response received from CPC Special Collection Subcommittee re: archives and manuscripts in high density facility.
     4. Discuss work flows and implications of new OCLC symbol.
     5. Review the entire policy framework for the Shared Collection, as many of the policies were written and approved in 2008. Cathy Martyniak will break up the policies into two or three ‘chunks’ and assign groups to review the policies and determine if they might need updating.

1. **Action items** 
   * 1. NONE

Respectfully submitted,

Cathy Martyniak

Chair, Statewide Storage Task Force