**Council of State University Libraries**

**Statewide Storage Task Force (SSTF)**

Quarterly Report for the September 2011 CSUL meeting

This report includes discussions and activities from task force meetings conducted via conference call on June 13th and July 11th communication via e-mail. The August call was cancelled.

1. **Conference call discussion topics**
   1. **Facility and project updates**
      1. Over 85,000 volumes from the UF Auxiliary Library Facility (ALF) have been placed into trays and accessioned using the AIMS inventory control software.
      2. A portion of the two million dollars in construction funds have been made available to hire 5 full time staff via a temporary agency. Three of the staff will update serial records in Aleph while the other two will focus on traying volumes.
      3. Deduplication of the 1 million volume collection currently at ALF continues. The process is approximately 25% complete.
      4. JSTOR:
         1. Further discussion re: building a comprehensive in Florida JSTOR collection took place. Dean Russell addressed this topic with the group in June and described the CSUL decision to approach JSTOR retention through a 4 tier process, where JSTOR titles would be available from one of the following sources.
            1. Local collections at individual SUS Libraries
            2. Shared Collection in Gainesville, on behalf of the state of Florida academic libraries
            3. ASERL distributed collection
            4. CRL JSTOR collection
         2. UF collection managers are reviewing UF JSTOR titles to identify decisions that can be made quickly. Options that they have been asked consider include:
            1. 25 year retention on behalf of the Shared Collection and ASERL (transfer to the Shared Collection as time and money permit)
            2. Needs further review (no immediate action)
            3. Discard (remove after review by other academic libraries in Florida and ASERL)
            4. NOTE: other CSUL, ICUF and FCS participants will be informed of the retention decisions (Option a) and have a chance to review the discard list (Option c). Any Library can override the UF discard decision and ask to have the title added to the Shared Collection.
         3. JSTOR status:
            1. FSU has withdrawn the majority of their JSTOR
            2. Rollins removed their JSTOR a few years ago.
            3. John Martin indicates that UF Health Science Center Library still has their JSTORs.
      5. The new timeline document available at <http://csul.net/storage/Operating%20expense%20timeline%20letter%20May%202011.pdf> was reviewed.
      6. The Special Collections Subcommittee (SCS) of the CPC issued a brief report in early June, addressing the questions asked by SSTF in October regarding the possibility of placing archives and special collections materials in the high density facility. The report did not address SSTF concerns. The Chair of the SSTF will redraft the work request.
   2. **Interim Storage**
      1. A potential interim storage space in Gainesville about ½ mile from ALF has been identified so that those libraries with more immediate needs can join with the University of Florida in beginning to develop the Shared Collection in leased space.
      2. Dean Russell is in negotiations for the space for 5 years.
      3. Cost sharing for the interim storage has yet to be determined.
      4. To minimize costs, UF is asking that as materials are sent to interim storage shelving also be provided.
      5. The policies drafted, vetted and approved for use by the High density facility will apply to the interim facility as well.
   3. **Storage Cataloging, Access and Discovery (Sto-CAD) group**
      1. The S-CAD group meets once a month. The Cataloging Guidelines for Originating Libraries document was drafted by Sto-CAD and sent to SSTF. The document was reviewed and approved by both SSTF and TSPC. It is being sent to CSUL as an action item for their September meeting.
      2. Cathy Martyniak discussed her participation in an OCLC group that is looking at using the LHR (local holding record) in OCLC as a place to express a commitment to retain a print copy of a title, using the MARC 583 field.
   4. **Last Copy policy** 
      1. Cheryl McCoy (USF) and Robb Waltner (UNF), members of both SSTF and CPC, planned to bring the topic to CPC. Due to the cancellation of the August call, there is no news on this topic.
   5. **Future discussion topics for the group:**
      1. Begin discussions about what materials could/should be placed in an interim storage facility and how would they be noted in Aleph.
      2. Draft language for suggestion to SUS Libraries re barcode placement.
      3. 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.
      4. Discuss response received from CPC Special Collection Subcommittee re: archives and manuscripts in high density facility.
      5. Discuss work flows and implications of new OCLC symbol.
      6. 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.
2. **Action items** 
   * 1. Please review and approve the Cataloging Guidelines for Originating Libraries document. A copy of the policy document will be sent to CSUL along with this quarterly report. Please see 1.C.i above for more details.

Respectfully submitted,

Cathy Martyniak

Chair, Statewide Storage Task Force