

Council of State University Libraries
Statewide Storage Task Force (SSTF)
Quarterly Report for the December 2012 CSUL meeting

This report summarizes discussions, activities and decisions from task force meetings conducted via conference calls on September 13 and October 8 as well as communications via e-mail. The November 12 meeting was cancelled since it conflicted with the observance of Veterans Day.

1. Conference call discussion topics

a. Construction updates and interim storage facility:

- i. For the September SSTF meeting Dean Russell reprised her presentation to CSUL about the High Density Facility / Auxiliary Library Facility construction project via webinar. The webinar provided the opportunity to share design plans, schematics and architectural renderings of the proposed facility.
- ii. A commissioning agent for the construction project has been appointed and is participating actively in meetings and decisions. The commissioning agent is responsible for assuring that work is in compliance with terms of the contract.
- iii. In mid-September University of Miami delivered the first of some 20 trailer loads of bound journals to the Interim Library Facility. The last shipment is expected in early December. They estimate transferring up to 175,000 volumes. During the October call John Reynaud of U. Miami described the process: the moves are handled on book trucks loaded on the trailers. This reduces handling and labor both at origin and destination. John and Scott Britton have written an ARL Spec Kit on the project, publication of which is expected in Spring 2013.
- iv. University of Florida alerted SSTF of the need for additional shelving for Building 1 of the Interim Library Facility. This second section of the warehouse opened October 29. More detailed specifications will be shared via the list in early December.

b. Journal storage software:

- i. Programming of the journal storage software remains on target for delivery of a beta version in December 2012.
 - As described in the September quarterly report, the journal storage software is based on a tool created to support the government documents needs and offers process called the ASERL Document Disposition Database.

c. Other:

- i. The Task Force discussed the possibility and any potential benefits of establishing an end-year date for print journal collections, possibly by publisher or publisher packages. However, it was determined that continuation of print journals varied significantly among members. The conclusion was that setting an end-year date does not yield any significant benefits.
- ii. The members decided to use Elluminate for future meetings.

d. Future discussion topics/action items for the group:

- i. Finalize the 'Last copy of a monograph in Florida' policy and the accompanying memorandum of understanding.
- ii. Continue to develop and refine, as needed, policies and procedures for FLARE and its physical housing, initially in interim storage and eventually in the high density facility.

- iii. Evaluate repeatable MARC 583 field metadata creation guidelines from OCLC's recent Print Archives Disclosure pilot. Assess viability of implementation in light of knowledge gained during current MARC 583 addition project at ALF. Final report of print archives disclosure pilot project available at : https://docs.google.com/document/pub?id=1iM86_QRG0vBXqIRwezIA2pOANJdlqmlAnSS_t31WgNU
- iv. In conjunction with Florida Virtual Campus (FLVC), facilitate the discovery and resource sharing of FLARE materials both within the Aleph shared bibliographic environment and between Aleph and other systems used by FLARE partners.
 - v. Act as consultants and testers for continued development of the journal storage software.
 - vi. Identify and recommend solutions for streamlined and efficient data management, sharing, and workflows where multiple platforms include similar or overlapping information, e.g. Aleph, OCLC, AIMS inventory software for HDF facilities, and the journal storage software in development.
- vii. Review draft of procedures for delivery of materials to the Interim Facility for FLARE.

2. Action items

- a. NONE

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