

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

This report summarizes discussions, activities and decisions from task force meetings conducted via conference calls on June 11, July 9, and August 13 as well as communications via e-mail.

1. Conference call discussion topics

a. Construction updates and interim storage facility:

- i. Advanced schematic design for the High Density Facility construction and Auxiliary Library Facility renovation will be completed by late August. The design team, under the leadership of Dean Russell, will present a report at the September CSUL meeting. The SSTF September meeting will be a webinar presentation about the project.
- ii. UF Libraries took over the lease of the 10,000 square foot warehouse on July 17, the first of the two buildings comprising the interim facility. Shelving installation has begun and University of Miami is expected to make an initial delivery of some 1,200 linear feet of low use science journals in late August or early September.

b. Journal storage software:

- i. UF Libraries' programmers Winston Harris and Chris Nicolich gave a webinar demonstration of the Journal Storage Software (JSS) at the July 9th SSTF. The tool will track the archive status of titles, the affirmative holdings of the titles and information about missing issues or gaps. Several ASERL staff members also participated in the webinar, since the JSS is being developed to accommodate the needs of both FLARE and ASERL. A follow-up email poll of participants confirmed that the software looked easy to use and would likely be adopted.

As background, 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. Examples of the software's functionalities are:

- Upload bibliographic, holdings, ISSN, gap and archive status data via .csv files for locations and print serial archiving programs
 - Search for and export to .csv files data re: titles, holdings, ISSNs, gaps, and archives statuses by location and print serial archiving program
 - Explicit support for gap management process
 - Creation of reports and statistics
- ii. Projected release date of the first version of the Journal Storage Software is Dec. 2012.

c. Other:

- i. SSTF received confirmation of its continuation.
- ii. In August Cathy Martyniak, who has chaired the SSTF for several years has transitioned to Special and Areas Studies Collections at UF Libraries. She will continue her development work on the Journal Storage Software until the first release. Members thanked Cathy for her service and leadership on the SSTF.
- iii. Lois Widmer, UF Libraries, who has participated on the SSTF for the past ten months, will take over as Chair.
- iv. A 'Last Copy of a Monograph in Florida' policy for libraries participating in FLARE has been drafted and reviewed by the Collection Planning Committee and SSTF. A final version of the document is

expected soon, along with a memorandum of understanding open to any academic library in Florida. Both documents will be vetted before submission to CSUL for approval.

- v. The combined JSTOR inventory and MARC 583 field project was completed at the UF Auxiliary Library Facility, with archiving commitments documented in MARC 583 fields. Outcome of this work will be considered when SSTF evaluates use of the MARC 583 field, a topic for future discussion as noted in 1.d.iii below.

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

- i. Finalize the 'Last copy of a monograph in Florida' policy and draft 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_t31WgN_U
- iv. Discuss a possible end-year date for print journal collections, possibly by publisher or publisher packages.
- v. 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.
- vi. Act as consultants and testers for continued development of the journal storage software.
- vii. 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.
- viii. Review draft of procedures for delivery of materials to the Interim Facility for FLARE.

2. Action items

- a. NONE

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