

**APPROVED**  
**Statewide Storage Task Force Agenda**  
**Minutes**  
**Monday, February 8, 2010**  
**10:00 am – 11:30 am**  
**Conference Call**

**Members Attending:** Emmett Denny (FAMU), Maris Hayaski (FAU), Jennifer Kuntz (FCLA), Rebecca Donlan (FGCU), Rita Cauce (FAU), Dan Schoonover (FSU), Frank Allen (UCF), Cathy Martyniak (UF), Marilyn Burke (USF), Amanda Ziegler (UWF), Lisanadra Carmichael (UWF), John Renaud (Miami), Judy Russell (UF), Linda Butson (UF-Health)

**I Review and Approve January Minutes**

**II Tour of Facilities on 4<sup>th</sup>/5<sup>th</sup>**

May be put on the next CSUL agenda, waiting to hear from Cathy Miller if there is room on the agenda. If you'd like to go, please get with Cathy Martyniak.

**III Introduce New Members from UWF**

Cathy briefly described why the group was formed to the new members (Amanda & John) & what the group is tasked to do.

**IV Space Needs Assessment survey early results**

2.5 million volumes total currently in storage, still waiting for one last survey.

Judy updated that we are waiting from final numbers from our facilities people. Their recommendation currently is that we get the largest facility that we could find now, instead of having to come back later & ask for more space.

Cathy is going to complete this survey prior to the March CSUL meeting & will send it out to everyone prior to the next call.

Microfilms

Is the facility going to accept them? Judy said the original document did state that they'd take microfilm. Marilyn added that her microfilm is starting to deteriorate. Judy said that the storage facility environment (50 degrees/33% humidity) will slow down the deterioration of film, but this is not a reversible condition. We should discuss the type of condition items should be in when it shows up to the facilities. Cathy is going to look into what other storage facilities are accepting and report back to the group.

## **V JSTOR physical survey at UF**

[Click here](#) to review discussed excel spreadsheet. It was decided that the list could be up on the Statewide Storage Task Force website. When the list is updated, she'll send out a wiki to let everyone know it's been updated.

Has FSU filled in the gaps? Dan & Cathy are going to discuss this after this morning meeting.

## **VI Inventory control software (AIMS) training**

Cathy updated that this took place at Aleph in January and was very helpful. There are currently about 1,300 volumes are in the trays and can be requested.

Cathy asks that the group think about her showing everyone a slideshow of another high density facility at our next meeting.

AIMS & Aleph currently don't work well together, but Cathy & others are trying to make that happen.

## **VII Review of documents for currency**

We currently do not have a policy out of CSUL posted on our website. Ben is working on gathering this data and getting it to Cathy. We will, as a group, go through those & make sure they are accurate.

## **VIII Wrap-up, scheduling**

Next Meeting: March 8<sup>th</sup>