

Statewide Storage Task Force Agenda
Minutes
Monday, March 17, 2008
10a-11:30a
Conference Call

Members Attending: Frank Allen(UCF), Maris Hayashi(FAU), Ben Walker(UF-Smathers Libraries), Phyllis Ruscella(USF), Robb Waltner(UNF), Ted Chaffin(FSU), Emmett Denny (FAMU)

Ex-Officio/Deans Attending: Jean Phillips (FCLA)

- I. Review of minutes
 - No corrections were noted for the March 3, 2008 minutes. If upon further review members believe corrections are needed those corrections should be provided to Ben Walker.
- II. Updates
 - a. FIU and FAU reports now posted online
 - Ben will try to get UF's report posted this week.
 - Judy Russell distributed an email to the other CSUL Deans/Directors to provide to their respective deans soliciting their written support for early funding for the storage facility.
- III. Survey created by Ted (short survey to help determine what institutions feel this facility will need to do)
 - a. Status
 - The survey is ready to go. Responses (as a whole) cannot be reviewed prior to submission since responses are submitted one question at a time. Given this, Ben will distribute an email (this week) with all of the questions so individuals can review questions in their entirety before completing the survey.
 - b. Distribution of link to group, disseminated as needed from that point
 - Committee members were asked to begin completing the survey and to pass it on to the appropriate individuals at their respective institutions. Surveys should be completed by March 31, 2008.
- IV. Review of purpose statement
 - a. Revisions based on last meeting
 - Ben updated the draft purpose statement based on discussion at the last meeting.
 - b. Comments/Suggestions
 - 1st paragraph, 6th line change "collection" to "collections"
 - 2nd paragraph, 4th line change "journal runs" to "journal back files"
 - 3rd paragraph - add indexes and abstracts
 - 4th paragraph - remove special collections and add to 3rd paragraph
 - 4th paragraph - remove government documents and add to 3rd paragraph
 - 4th paragraph – remove bullets and change to read "Other formats/material types may be considered for inclusion into the facility."

- The purpose statement does not really include the organization of the collection. It does say it will be a high-density “Harvard” model so including a link to the Harvard Model in 1st paragraph will allow individuals to review that model to understand what the organizational structure of this facility will be.
- If upon further review members have additional comments/suggestion those should be sent to Ben.

Ben will make the suggested changes and post the revised draft.

V. Review of policies

a. Individual reports

- Each institution appears to follow individualized policies/procedures. Based on the assumption that this task force will only be expected to develop a report of the policy and procedures utilized at other institutions Ben took his, Frank’s and Emmett’s findings and organized it into a single spreadsheet. There is additional information from other members that still has to be added. Ben would like to use Google Docs as a way to organize and share the information. Task force members would then have the ability to make changes to the document and save changes in real time. Participants will have to have a Google account. Task force members agreed to use Google Docs for this process. Task force members should send Ben their gmail addresses so he can provide access to Google Docs.
- It was noted that some of the shared used facilities are serving institutions that are located geographically close and other are serving institutions that are more dispersed. This may influence the kind of materials that are housed in this shared use facility.
- Ben received documentation from the Northwestern Ohio Regional Book Depository. He will look into scanning and posting the information if permitted by Northwestern. He has also contacted Pascal, Colorado, University of Missouri, Northeast Ohio and Southwest Ohio; however, he has not received any information.
- Thus far the task force has gathered information on the following topics:
 - Formats
 - Preservation function
 - Allow multiple copies
 - Ownership – may need to try to gather additional information
 - Bib records
 - Volume holdings
 - Call numbers
 - Other misc information

Are there other topics the task force members believe the deans/directors will want to know and thus be added to the spreadsheet?

- Dedupping-It is believed that ultimately this task force is going to have to recommend what will be shared collections and what will be unique collections. Therefore, dedupping will need to be looked at in more depth. For instance, to what extent is this repository being considered a truly shared facility in the sense that materials that get submitted to the facility

go into a single collection versus the facility being a remote storage for an individual institution. Dedupping would perhaps need to be looked at as the facility grows. Perhaps start with most commonly held materials and look for duplicates before sending materials to the facility. Decision tree could perhaps be based on the class of material. It was noted that the bib record can be located in one place (one institution in charge of it) or in a separate Aleph instance and have the bib record be exported to mango for all 11 institutions. This is what is done with the Palm Project. Could some institutions opt to do this and some opt not to do this or is it all 11 participate or none. Not sure. ARL just published new counting guidelines for individual titles in collections and one of the stipulations is if an institution is in a shared facility it can only count what it really owns. Counts most likely will not be done in Mango; however, this will have to be considered. Currently Mango is being used to manage the Palm Project and everyone gets a virtual holding attached to it but the holdings do not show up in all institutions Aleph Catalog.

b. Suggestions

- What questions need to be added to the spreadsheet?
 - How will ILL operate
 - Will duplicate copies be accepted
 - Will outside lending be allowed
 - Will institutions retain ownership
- A box containing the task force's recommendation could be added after each question on the spreadsheet. Frank will send an example of how the spreadsheet might be expanded.

VI. Wrap-up, scheduling

- Ben will continue to update the form and adjust the purpose statement.
- The next meeting is scheduled for Monday, March 31st, 10a-11:30a.