

**Statewide Storage Task Force Agenda**  
**Minutes**  
**Monday, March 31, 2008**  
**10a-11:30a**  
**Conference Call**

**Members Attending:** Emmett Denny (FAMU), Rita Cauce (FIU), Beth Layton (UF-HSC), Maris Hayashi (FAU), Ted Chaffin (FSU), Ben Walker (UF), Lisandra Carmichael (UWF), Phyllis Ruscella (USF)

**Ex-Officio/Deans Attending:** Jean Phillips (FCLA), Jennifer Kuntz (FCLA), Judy Russell (UF)

- I. Review of minutes
  - No corrections were noted for the March 17, 2008 minutes. If upon further review members believe corrections are needed those corrections should be provided to Ben Walker.
  
- II. Updates
  - a. FAU, FIU, UCF, USF, and UWF reports now posted online
    - UF's report is nearly finished.
    - Judy Russell distributed an email to the other CSUL Deans/Directors to approach their respective Provosts about submitting remaining reports.
    - Judy 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.
    - Judy reported that the Storage Facility was an area of high interest at the recent CSUL meeting, and that there is a strong consensus that this Group build on the success of other institutions.
    - CSUL Deans/Directors were inquisitive about whether the Shared Storage Facility will be considered a library branch. Judy answered this question by explaining that there are still several factors to be determined before this question is considered.
  
- III. Survey created by Ted (short survey to help determine what institutions feel this facility will need to do)
  - a. Status
    - Ben misplaced his copy of the survey. He is awaiting a replacement copy from Ted and will distribute it to the members by the end of this week.
    - The survey contains questions such as "What types of materials are being transferred?" and "What are the basic needs?"
  - 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.
  
- 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

- 1<sup>st</sup> paragraph, 4<sup>th</sup> line change "material" to "materials"
- 3<sup>rd</sup> paragraph – add "maps" and "microform" to list of material types to be held in the facility.
- 4<sup>th</sup> 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 1<sup>st</sup> paragraph will allow individuals to review that model to understand what the organizational structure of this facility will be.
- The title should read CSUL Statewide Storage Task Force.
- 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

- Task force members reviewed the Storage Facility Policies document prepared by Ben to compare policies/procedures from various institutions.
- Format
  - Upon review, members decided that the model used by Orbis-Cascade would work as general suggestions for the Shared Storage Facility.
  - The text reads "paper-based, microforms, maps, blueprints, photographs, manuscript & archival materials, video & audio recordings; specifically excludes motion picture film, textiles, works of art, items that won't fit into trays". "Paper-based" will include journals, documents, and archival items.
  - Archival boxes can be stored six per shelf.
  - A suggestion was posed that the Task Force garner suggestions from Generation 5<sup>th</sup> representatives. Ben agreed, but would like to contact them once the Task Force suggestions are more streamlined.
- Additional categories
  - In the previous meeting, Frank suggested that individual institutions be compared on three additional categories. Ben added these categories on the current grid, and they include whether the institution has an on-site reading room, whether the institution allows lending outside of consortia, and the preservation function of each institution.
  - Ben is researching the individual facilities to gain answers to these questions.
  - A conservation unit is already included in the Shared Storage Facility plan.
- Periodical Use
  - Certain items will be inaccessible for on-site use.
  - ILL has shared guidelines for outside institutions, but differing guidelines for individual state universities. Once the Shared Storage Facilities guidelines are prepared, they will be submitted to ILL for approval.

- Several issues were touched upon during discussion, such as specific materials policies and whether to disallow circulation of certain periodicals. Ben stressed that the function of the Task Force is to make general suggestions to CSUL and that such specific items should be determined after the facility is open.
- Upon review, members decided that the suggestion should be "Document delivery in accordance with ALA guidelines, limited on-site use".
- OCLC
  - If the Storage Facility establishes an individual catalog, it would have to have its own OCLC code.
  - FCLA is brainstorming on storage code options. FCLA representatives would like to make this an agenda topic for a future conference call and include Generation 5<sup>th</sup> representatives to assist with technical models.
  - Task Force members agreed to table the topic until more details are available.
- Multiple Copies
  - Task Force members agreed to use the WRLC policy of "no more than one copy per institution" as a general suggestion.
  - Further clarifications may be necessary. Judy stated that guidelines for Government Documents will have to be different, and that the text should reflect that.
- Ownership
  - Judy stated that the Storage Facility will work best if institutions can count on communal ownership for journals and monographs. Archival items will have different guidelines.
  - FCLA is working on a way to keep records for count purposes in local catalogs but not for display purposes in public catalogs. This would aid in the count process for institutions which discard duplicate copies of items already stored in the shared facility.
  - Task Force members agreed to recommend that ownership is transferred to the storage facility but that institution retains count if the item was ever owned by that institution. Cancellations of on-going print titles will have to be a collective decision of participating libraries. If an institution is applying a print-only copy policy and they need to cancel the subscription, the member institutions will/can pick up that subscription. Further recommendations will be the decision of the CSUL Collection Development Committee.

Ben will make suggested changes to the document, and the remaining categories will be reviewed during the next conference call.

#### VI. Wrap-up, scheduling

- Ben will continue to update the form and adjust the purpose statement.
- The next meeting is scheduled for Monday, April 14, 10a-11:30a.