

**FINAL**  
**Statewide Storage Task Force (SSTF)**  
**Minutes**  
**Monday, April 12, 2010**  
**10:00 am – 11:30 am**  
**Conference Call**

**Members Attending:** Maris Hayashi (FAU), Rita Cauce (FIU), Dan Schoonover (FSU), Cathy Martyniak (UF), Robb Waltner (UNF), Marilyn Burke (USF), Amanda Ziegler (UWF)

**I Review and Approve March Minutes and discuss DVD of Roger Schonfeld talk**

- a. March minutes were approved
- b. Anyone need a DVD of the Schonfeld talk? Cathy will get the following libraries a copy of the DVD, and reminded them it is not to be posted on the web.
  - USF
  - FAU
  - FIU

**II Updates**

- a. JSTOR
  - i. List of who holds which titles: In Process  
Jason Fleming, IT at UF, is working with FCLA to get a list of who holds which JSTOR titles across all 11 CSUL libraries. Cathy hopes to have the information by the next meeting.
  - ii. Updates from others regarding local JSTOR projects?  
1<sup>st</sup> 300- any local decisions being made? FIU moving very cautiously. Their dean is planning to meet with Library Faculty before making any decisions.
- b. Interim Storage  
Two properties have been identified in Gainesville. One is 6,000 square feet and the other is 10,000 square feet. Neither of these facilities have air conditioning. It is going to cost approximately \$150,000 to have AC installed. If institutions are having space issues before an interim location is found, please call Cathy to discuss further.

**III Review draft MOU**

Cathy thanked Marilyn, Rob and Dan for their hard work on the draft Florida MOU. The ASERL agreement is on the wiki and was consulted heavily when drafting the Florida MOU. The SSTF will most likely remain in existence after the Storage Facility is built. The group will continue to discuss/recommend

procedures and policies that will then be vetted through the appropriate administrative bodies. This will allow the MOU to be a more top level and stable document.

The TF reviewed the MOU

- Opening Paragraph – no questions
- 2<sup>nd</sup> Paragraph – definitions – no questions
- Who can join? 11 institutions in the SUS. Outside institutions can join as long as the institution agrees with the MOU
- Annual Assessments – UF Dean trying to secure funding for endowment; however currently no funding so cost for each member institution will be based on prior year FTE student head count. Other funding models may be adopted or this one altered with the approval of the task force/CSUL. Question: What are the costs? Cathy does not have that information at this time.
- Ownership transfers to new facility permanently.
- Duplicates – no questions
- Materials allowed/condition – needs to be discussed by task force. Cathy will draft the guidelines for the group to review. She will distribute to the group prior to the May meeting.
- Barcoding –has to have a barcode upon arrival.
- Make information about what is held in the facility available in Mango & OCLC. An OCLC symbol will be created.
- How materials will be made available? U-borrow is preferred.
- On-Site reading room available on storage premises. One day notice must be given. Possibly do it using an online form to notify facility the person will be coming.
- Withdrawal of materials – no questions
- MOU revision – no questions

Concept document has been approved by task force. Cathy alert Judy Russell and then pass on to TSPC, PSPC and CPC and then CSUL for review and input.

#### **IV 35mm Microfilm**

- a. Will single copy only policy apply to individual reels of film as well?  
The group discussed this quickly and no objections were made. Cathy will get with Judy about final approval on this recommendation.

**V Review of Current policy document (sent to group on 2/17 and posted on the wiki)**

This document was composed by Ben Walker in February of 2010 and posted on the wiki under policy documents (current). Some things have changed, for example we are now asking for funding for 5.2 million volumes capacity rather than 3 million. How should these policies be updated when needed? It was discussed for non-policy information such as #3 it should just be added with an asterisk \*updated information. New policies will need to be vetted the same way they have always been. It was agreed that every 3-6 months provide CSUL with updates, highlighted in red. Cathy will review the document, make any clarifications. This is something that will be discussed at the May meeting as well.

**VI Wrap-up, scheduling**

- a. Next Meeting: May 10<sup>th</sup>
- b. Possible May agenda items
  - a. Can SUSSC materials be placed on course reserve?
  - b. Condition document
  - c. Questions from the current policy document/places where it might need to be updated