

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

Members Attending: Jennifer Kuntz (FCLA), Dan Schoonover (FSU), Cathy Martyniak (UF), Robb Waltner (UNF), Marilyn Burke (USF), Judy Russell (UF), Maris Hayashi (FAU), Pat Profeta (FCS), Valerie Boulos (FIU), John Martin (UF HSC), Frank Allen (UCF), Amanda Ziegler (UWF),

I Review and Approve April Minutes

April minutes were approved.

II High density facility funding update

Judy Russell provided a funding update to the group. Approximately \$2 million dollars in PECO funds have been allocated to UF for planning monies for the facility. Funds will be available in July 2010. No news on exactly what it can be spent for yet.

III MOU Comments

Minor grammatical changes had been made to the MOU and sent out to the listserves for PSPC, TSPC and CPC and Cathy was invited to sit in on each of their most recent conference calls. She attended the most recent PSPC conference call and they voted unanimously to approve. The other conference calls are coming up this week and she'll let everyone what they voted by Friday. If we get the same reaction from PSPC it should be able to be forwarded to CSUL for the June meeting.

IV Withdraws

UF has hired a full-time OPS employee to do the de-duplication of the collections currently at ALF. The process is ending with lots of copies that will not be retained. At UF, materials withdrawn may just go to the recycle bin. If it is rare/valuable it will be offered to Rare Books Librarian or could sold in the library bookstore (not sure of the legality-though we have sought permission guidelines from the local property department) or donating to our public library here in Gainesville. Robb updated that only two state institutions have received permissions to sell these types of materials [FSU and UWF] FSU has a book sale 2 times a year. They sell donations, gifts and duplicates. Proceeds go back into a collection development pot. Books not sold at book sales go to "Books on the Run". FSU gets 15% back. It is believed FSU received permissions from local Board of Trustees. UWF also has a sale. Proceeds go back into a

collection development fund. Once this information is confirmed other institutions may move forward with a CSUL state-wide initiative or institution per institution initiative to be able to sell duplicate materials that have been withdrawn. Judy will follow-up with Bill Miller regarding this.

V Physical circulation of bound periodicals discussion

Two new word documents were sent out this morning for review:

- Summary of policy recommendations
- Potential policy recommendations pertaining to circulation of bound journals out of the Florida facility.

Cathy reviewed the following:

- No objections noted for 1a, 1b, 1c, 1d
- Recommended changes for 1e: last line should read, “if an exception is granted....”
- In general language is agreed upon then case by case exceptions can be discussed in the future – motion made and 2nd to adopt the document and move forward to CSUL – no objections

VI Reserves

If something is in the storage facility can it be recalled and put on reserve at the local institution? Should this topic be noted in the policy or is it already self evident based on the rules already stated? This topic is stated in other MOU's. This topic will be revisited in June. Robb will bring language examples of other MOU's.

VII Physical quality submission guidelines discussion

Group discussed the storage materials condition policy. Points reviewed:

- Must be free of bugs/pests – yes
- Who dusts/vacuums – facility
- Accept materials with detached covers & loose pages – yes
- Damaged materials given protective enclosure (PE) before entering facility – yes
- What is the PE – further discussion needed
- Who provides it – facility
- What about vinegar syndrome – action item going forward to CSUL that microfilm with vinegar syndrome will not be accepted.
- Cathy will prepare a narrative for June

VIII Current policy document-Comments & Questions

1. Crossed out
2. On the to do list
3. Obsolete
4. On the to do list
5. To Review/possible obsolete
6. On the to do list
7. Okay
8. Okay
9. On the to do list
10. On the to do list
11. Cathy will ask Ben about this
12. On the to do list
13. On the to do list
14. Okay
15. Okay
16. Suggestion to remove/delete. Will be discussed further at the June meeting
- 17.
- 17.-25. Will be looked at in June

IX Wrap-up, Scheduling

- a. New Business – Judy spoke to Bill Walker in Miami and if the MOU is accepted he is prepared to sign as the 1st non SUS institution but would need to know what the costs would be. They currently have 30 years of bound journals which would save SUS institutions from inventorying their own. Also if Miami joins, it will bring down the per-institution costs.
- b. Next Meeting, June 14th