

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

I **Members Attending:** Maris Hayashi, Rita Cauce, Dan, Frank Allen, Rob Waltner, Amanda Ziggler, Cathy Martyniak, Priscilla

II **Review & approve June minutes**

Minutes were approved.

III **Questions from the ReCAP slides (5 min)**

Cathy's spoken to Judy about the use of space, and we're considering instead of using cabinets due to their odd shape that using the trays instead. Cathy asked for thoughts & the group agreed that it was a good idea. Could these cabinets be donated? They will not be thrown out-though there is no firm idea what will happen with them now. The trays are about \$1.20 each and hold about 27 items. Has anyone started thinking about sending film to the HDF? FSU, FUI and UCF hasn't had this discussion it-though film will probably still be sent at some point. Cathy reports that UF has a tremendous amount of film they want to send to the HDF.

A question came up about microfiche – Most of the facilities that Cathy has spoken with, they do not have much microfiche unless there is a space for a barcode to go on (box or envelope). This has not been stated in any documentation as of yet, but it should be addressed.

Question about slides or captions? – None noted.

IV **High density facility funding update**

Cathy reported that a meeting has had between the library & construction planning this morning regarding what's happening with the \$2 million designated for this facility. She notes that it's okay to send part of that \$2 million towards staffing for processing of materials being sent to the building (de-dups/traying). A question came up about what type of order picker would be used and it was reported that at least one Raymond (order picker/fork-lift) at the facility (at least one) they are \$40,000 each.

Cathy is going to continue to visit these facilities so she can learn as much as she can when we get our facility.

V Course reserves language review (finish up from last month)

Group discussed issues with the usage of course reserves. As it is now, items with low circulation, moving it out of the local library. What if professor needs this material 10 years from the time it's moved; we should leave this open so the professor will be able to put this material on course reserve later.

ALA/ILL policy was discussed at last meeting, and it was thought we'd follow their policy to some degree.

We know that a participating library will be one that signs the MOU, which are the 11 state university schools. Eventually other schools may want to participate and therefore be able to use course reserves.

Q: If something is pulled back to be put on course reserve, what happens when it gets lost by the patron? Should we have a in-building use only for course materials? A: It was thought to be a good idea. Cathy also that there is a policy to what happens when something does get lost to have that item replaced.

- Course reserves, in-building use only
- Non-participating libraries cannot add items to course reserves, but could request through ILL.
- Monograph out on course reserve, and needed by another library that person would need to request from ILL. If you use the item more than once, it's recommended to purchase a copy for circulation at your library.
- Bound volumes, with only an article needed-it will be scanned.

Cathy will make changes and send it out for review again. The group will discuss the draft again in August.

VI Physical quality submission guidelines (finish up from last month)

- a. No mold or pests
- b. Quick look at books to make sure sections are there, pages are not missing
- c. If items do show up with mold or pests; items could go to preservations for treatment before it goes to the storage area & perhaps billing the originating library
- d. Loose bound books will get a string-tie automatically as soon as it comes to the facility & receive a protective enclosure which is done by storage. After the book comes back from circulation; it will reserve further treatment via preservation.
- e. Items deemed to brittle, will be digitized.

Cathy is going to get a picture of the string-tied items to show the group.

Suggestions from last meeting:

- Preservation should be contacted if the originating library isn't sure whether the materials are in good enough condition to send to storage facility.

VII Policy document conversation to by-topic (finish up from last month)

Discuss at August meeting.

VIII Establishing a cataloging standard for items in the facility (NEW)

One of our current policy has cataloging standards, but doesn't really say what they are. Emmett is no longer with us, and he was the only person that had cataloging experience. Cathy suggested having a Cataloging Task Force to discuss this further, and it would include SSTF, FCLA and Singlebib people. This will be discussed further at the August meeting.

IX Archives and manuscripts discussion (NEW)

Discuss at August meeting.

X Wrap-up, scheduling

- a. Next Meeting, August 9th