

FINAL
Statewide Storage Task Force (SSTF)
Minutes
Monday, August 9, 2010
10:00 am – 11:30 am
Conference Call

I **Members Attending:** Robb Waltner (UNF) , Cathy Martyniak (UF), Marilyn Burke (USF), Jean Phillips (FCLA), Dan Schoonover (FSU), John Martin (Health), Amanda Ziegler (UWF), Pat Profeta (FCS), Judy Russell (UF), Hang Soo Hoo (UF)

II **Review & approve July minutes**

Minutes were approved.

III **High density facility update**

Judy reports it is in the hands of the UF physical plant people. She thinks they are preparing the paperwork for the process of getting an architect. There is still some final work to do in submitting programs to them which will be part of the package that goes out with the bids. It would be laying out what all the different spaces are and how they would be used.

IV **Course reserves language review and vote**

See latest version of course reserve document sent on July 12th. This version looks good. The next step will be vetting it to other groups. Let them know that this policy is just in case something happens, should be very rare. Exceptions will be handled on a case by cases basis. The state wide task force approves this policy and is taking it forward to the next step.

Policy was approved by SSTF unanimously. It will be sent to TSPC, CPC, PSPC, and the UBORROW group. Cathy will gather feedback from groups. Will need to go to CSUL, might approve via email in Fall.

V **Physical quality submission guidelines review and possible vote**

Condition statement of physical quality submission guidelines send out on the 16th. Some changes were made based on the discussions we had in July.

Comments:

- The way Cathy wrote C helped clarify the situation. The progression between A-C is easy to follow.
- Cathy talked to conservator and the storage person about a tiered preservation for items coming into the library and coming out of the library. Tiers are:
 1. Grip Tie- Inexpensive piece of string. If the book circulates then further preservation will be considered.
 2. Put it in a standard sized box during circulation for support purposes.
 3. When it comes back the material will be set aside to determine what to do next, possibly a custom fit box.
 4. This level of detail could be a procedure and not a policy.
- If it is the first book to go to the facility, other campuses might be weeding their copy and keep the good one in theirs or they may not.
- Should we put some sort of note as to the condition of the book into Aleph? Will the system support it and is it really that important?
- Think about the future. Would a library want to weed should they look on the public side or the tech side? Probably the public side if you are at the desk. The note would probably show on tech side. Holding side could be on the public side. Some people may not have access.
- Send to CPC as is and see feedback; discuss any corrections need to be made; and then send to other groups just as a FYI.
- Eventually send to CSUL, for approval via email in the Fall.

VI Policy document conversation to by-topic

See the document (Policies drafted) sent on August 8, 2010. It is organized by topic and there have not been any changes since June. It is taking the 25-26 policies that Ben put together in February and organizing them by topic rather than date approved. Cathy wants feedback on the categories she chose and how they are listed.

Suggestions:

- The library home web site has a spot created for Newell Hall and storage facility to explain information or cross reference. Cathy will look into having an HDF web page and discuss it with Judy.
- By reorganizing the document, certain policies might become more visible.
- More exposed is better.
- Under number 5, the document we approve today will go to CPC and get feedback. Then it will go to CSUL for approval, probably in December at the face to face.
- We can do a mail ballot or wait for approval at the Sept. Meeting.
- Cathy will keep the document updated.

Feedback on the organization of the attached document:

- Under Section 4 (Other) – Sections a, b and c could go under #1. Section e is talked about, but there does not seem to be a big need for it. Section d can stay and be put under section other.
- Semester Long Course Reserve – Should it go under section 2, Section 3 or give it its own number? Section Other would be good or even a section 5.
- Cathy will make changes and e-mail it to everyone. Once approved by us, then, sent it to the 3 committees for their information and feedback. Have CSUL look at it and then send it around locally.
- Wait before sending it out to your own libraries until all approvals.

VII Establishing an ad hoc group to discuss cataloging standard for items in the catalog for the facility

Everyone gave the go ahead to send it to TSPC at the last meeting and Cathy will get their feedback. There is a spot for her on their August agenda. There is a draft charge for their group.

Membership: Cathy would like Jean Phillips to be the rep from FCLA. Need to think about 1) 12th Aleph; 2) cataloging standards; and 3) how the records come into the process. The Cataloging Task Force will be a time limited group. It is not a permanent group. They will need to discuss discovery tools and cataloging. There should be people from SSTF, TSCP, FCLA, and UBORROW on it. If anyone is interested in serving on the group, please let Cathy know.

VIII Duplicate avoidance strategy

Only one copy can go into the facility, but no one has actively discussed how to prevent 2nd copies from entering the facility.

There are two issues: 1) What if items are sent at the same time? 2) If we do have two copies what do we do with the second one? We cannot send it back because we now have ownership of it.

All books will have a bar code. The first million to go into the facility is already here. Right now we have 29,000 items in trays. We need to let people know what we have to avoid duplication.

Suggestions:

- All books out of copyright can be digitized.

- Should we ask them to digitize the book before sending it or ask people to send duplicates clearly marked?
- The cost of the facility will be shared by everyone.
- Each site would have to create a workflow.
- Look and see if item should go into facility.
- There might be a training issue at each site.
- Weeding needs to be done before books go to facility. The work load needs to be on the individual libraries before the books go to storage.
 - Process: Originating library needs to check the list. Ship the books to the facility in a box. Transfer record to the facility in some way. Note: It should not be done until the book is physically in the facility.
- Need to change the symbol for the copy in OCLC.
- Statistic angle to be discussed further.
- FCLA will play a big role in this.
- To help prevent duplication, we need to come up with a system where one library at a time can send their books and we can then catalogue them so that other libraries will not send the same books. We need to remain flexible with the libraries on when they can send the books. Bill Walker, in Miami, already has science journals boxed and inventoried ready to send. We still have two more years until the first books can be stored. We can think on this process more and try to come up with a more efficient way.
- We can call this issue “Prioritizations of Shipment” and it will be a topic on many future calls.

IX Archives and manuscripts discussion

The following information was discussed during the May 19, 2008 meeting, but has not been discussed since then. Look at the policy 1A – Formats the storage facility will accept. Special collection dept. sends un-cataloged material to the facility. What is the plan?

Questions:

Do we want to store the items in a safer place like special collections? Should we ask the CSUL group? Should we address this issue or not? How is the cost shared between everyone for storage? Can they be pulled out? Is everything going into shared? Do we want to rent out space? Should we talk to the Deans and Directors? What other criteria? What do we have to report to the CSUL meeting?

Idea: This could be an issue for a Special Collections Sub-Committee to discuss.

At the ERS-CPC face to face meeting, Robb W. will talk to Roy Ziegler at CPC about discussing these issues at their next meeting and to get some feedback from them. Cathy and Robb will be attending the CPC meeting. The meeting will be before our next call.

- X** **Wrap-up, scheduling**
 - a. Next Meeting, September 13th