

**Council of State University Libraries**  
**Statewide Storage Task Force (SSTF)**  
Quarterly Report for the March 2010 CSUL meeting

This report includes discussions and activities from committee meetings conducted via conference call on December 14<sup>th</sup>, January 11th, and February 8th and via e-mail.

## **1. Conference call discussion topics**

### **a. JSTOR: Building the statewide JSTOR collection**

- i. A list of 300 JSTOR titles that have been inventoried by UF was distributed to the SSTF in February. A list of individual volumes within these 300 titles that are not held by UF was provided to FSU. They are filling in as many gaps as they can. Other CSUL members will be approached to fill any remaining gaps.
- ii. Approximately 1,000 more JSTOR titles are in the process of being inventoried at UF. The same model of asking FSU to fill gaps and then moving to other CSUL libraries if FSU does not have the needed volumes will be employed.
- iii. A list of 145 JSTOR titles held at neither UF nor FSU was sent to USF in February to determine whether it could supply any of those titles.
- iv. Work to set an 'in building use only' status on UF JSTOR materials has begun.

### **b. Results of statewide space needs assessment:**

- i. A statewide space needs assessment survey questionnaire was drafted by a consultant and sent out to the Deans and Directors of all 11 libraries in mid-December. All responses were received by February 9<sup>th</sup>. The responses have been tabulated.
- ii. CSUL members have approximately 1.5 million volumes in storage as of Spring 2010. Based on survey responses, there will be a need for an additional one million volumes of storage, for a total of approximately 2.5 million volumes, by 2015.

### **c. High density facility update:**

- i. UF is putting forward to the Board of Governors a revised request for a larger facility. The request will be for a ten aisle facility to hold 5.2 million volumes. Cost will be approximately \$16 million.
- ii. The software (AIMS) used to provide the highly accurate inventory control needed to retrieve items from trays in the new facility arrived at UF in January. 40 hours of training for staff at the Auxiliary Library Facility was provided by the vendor. FCLA is working on an interface between

AIMS and Aleph to facilitate the updating of Aleph records to indicate when an item has been placed in a tray.

**d. Interim storage:**

- i. A 6,000 square foot space in Gainesville has been identified as a potential interim storage location, though it has not yet been rented. The rent is \$8,000 per month. Information regarding the monthly cost of utilities is being obtained, but we are estimating an additional \$2,000 per month for planning purposes.
- ii. Based on the space needs assessment survey results this should be adequate to cover CSUL storage needs through 2015.

**2. Other**

**a. Task Force Changes**

- i. Ben Walker, Chair of the SSTF in 2008 and 2009, moved to the UF Education Library. Cathy Martyniak, Head of the UF Preservation Department, has taken on the duties of leading the task force as on January 1st.
- ii. A wiki has been established for internal communications and the official web site at <http://csul.net/storage/storage.shtml> has been updated.
- iii. There are new members to the SSTF from Miami and UWF.

**b. Future discussion topics for the group:**

- i. Physical condition of items, both paper and microfilm, to be accepted into the new facility.
- ii. Policies for Interim Storage
- iii. Development of recommended language for MOUs to document the CSUL members' agreements for interim and permanent storage.

**c. Summary of Approved Policies**

- i. The list of storage policies approved by CSUL has been updated and should be available on the SSTF web site, <http://csul.net/storage/storage.shtml>.

**d. Description of the SUS Shared Storage Facility**

- i. A brief description of the storage facility project is available at: [http://www.uflib.ufl.edu/pio/shared\\_storage\\_facility.html](http://www.uflib.ufl.edu/pio/shared_storage_facility.html).

**e. Guest Speaker**

- i. Roger Schonfeld will be speaking with the CSUL group on Thursday morning, March 4<sup>th</sup>, about the Ithaka report, *What to Withdraw: Print Collections Management in the Wake of Digitization*. He will meet with the SSTF in the afternoon by conference call.

**3. Action Items**

**a. Priorities for Assessment of UF Journal Holdings**

- i. UF needs advice from CSUL on the priorities for inventorying its print journal holdings in preparation for the storage facility. The objective is to inventory items that would allow other CSUL members to begin to discard unnecessary materials as soon as possible.
  - 1. Should UF inventory only JSTOR titles held by at least one other CSUL member?
  - 2. How soon do you need the JSTOR inventory of titles for which you have holdings?
  - 3. Are there other print journal titles with higher priority than JSTOR titles held by UF, but not held by other CSUL members, or should UF continue with the JSTOR inventory until it is complete?
  - 4. Should we make an affirmative effort to obtain missing JSTOR print volumes from non-CSUL libraries, once we have determined that CSUL cannot provide them?

**b. Interim Storage**

- i. UF needs approval to proceed with leasing interim storage space with an estimated cost of \$120,000 per year to be shared by CSUL based on FTE enrollment. Anticipated occupancy would be July 2010.

Respectfully submitted,  
Cathy Martyniak  
Chair, Statewide Storage Task Force