

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

This report includes discussions and activities from committee meetings conducted via conference call on March 8<sup>th</sup>, April 12<sup>th</sup>, and May 10<sup>th</sup> and via e-mail.

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

### **a. Vinegar Syndrome Film**

- i. After careful discussion, the SSTF unanimously agreed to recommend that 35 mm microfilm that exhibits symptoms of vinegar syndrome not be accepted into the new facility. This will be an action item forwarded to CSUL for approval.

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

- i. Over \$2 million has been approved in PECO funds for planning for the high density facility in 2010-2011.
- ii. Since February, over 15,000 volumes have been processed into trays using the special inventory control software and reshelved.

### **c. Interim storage:**

- i. Two potential interim spaces in Gainesville have been identified, one with 6,000 square feet of space and the other with 10,000.
- ii. Neither has air conditioning installed currently. The cost to install environmental controls is \$126,000 for the smaller space or \$147,000 for the larger space. This cost can be amortized over the course of the lease.

### **d. Memorandum of Understanding (MOU)**

- i. An ad hoc task force consisting of SSTF members from UF, FSU, USF and FAU met three times to draft a memorandum of understanding (MOU) for storage facility participants. Numerous MOUs or agreements from other storage efforts were carefully reviewed. The ASERL Collaborative Journal Retention Program Agreement, at [http://www.aserl.org/documents/!DRAFT\\_MOU\\_ASERL\\_Shared\\_Retention\\_Agreement.pdf](http://www.aserl.org/documents/!DRAFT_MOU_ASERL_Shared_Retention_Agreement.pdf), is a high level concept document and was used as the model for the Florida MOU. No policy or procedural level details are included in either MOU.
- ii. The draft Florida MOU was presented to the full SSTF at the April meeting. It was unanimously approved. It was forwarded to TSPS, CPC and PSPC for vetting on April 16<sup>th</sup>.

- iii. Cathy Martyniak, Chair of the SSTF, participated in the monthly conference call of all three committees in order to answer any questions that arose regarding the MOU. All three groups gave it their unanimous approval.
- iv. The MOU will be forwarded to CSUL as an action item at the June meeting.

**e. Disposition of Withdrawn materials**

- i. UF has begun to deduplicate the collection at ALF. The best copy will be retained and placed in a tray for deposit into the State University System Shared Collection. Discussions regarding the disposition of thousands of duplicates that will be withdrawn from the UF collection are underway.
- ii. There was a brief discussion regarding the legal and technical details of the sale of withdrawn books at FSU and UWF.

**f. Harmonizing the ASERL Agreement and Florida MOU on circulation of bound journals**

- i. There is interest in participating in the ASERL Collaborative Journal Retention Program. ASERL language on circulation of bound journals, outlined in #8 (see link from 1.d.i above) and the CSUL approved policies ([http://csul.net/storage/reports/25\\_recommendations\\_2010Feb.pdf](http://csul.net/storage/reports/25_recommendations_2010Feb.pdf)) regarding these same materials were closely, though not entirely, aligned.
- ii. A restatement of the multiple CSUL approved policies on circulation of bound volumes was drafted that harmonized Florida policies with the ASERL agreement. It was discussed and unanimously approved at the May meeting. The exact language is included in 3.a.ii below.
- iii. The restatement was sent to TSPC, CPC and PSPC for vetting on May 17<sup>th</sup>. As of May 24<sup>th</sup>, feedback from both TSPC and PSPC has been unanimously favorable. No feedback from CPC has been received.
- iv. The restatement will be forwarded to CSUL as an action item at their June meeting.

**2. Other**

**a. Task Force Changes**

- i. New members on the SSTF are Jon Martin from UF Health Science Center Library who replaces Cecilia Botero and Priscilla Henry from FAMU who replaces Emmett Denny.

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

- i. Minimum physical requirements of paper items to be accepted into the new facility

- ii. Discuss how best to make up-to-date policies for the new facility available in an appropriate, clear and easily discoverable manner

### **3. Action items**

#### **a. New policy recommendations for CSUL**

- i. No microfilm exhibiting symptoms of vinegar syndrome shall be accepted into the facility.
- ii. Restatement of already approved policies discussing circulation of bound journals out of the facility. Please see 1.f. above for more details.

##### **1. Access to bound journals**

- a. Digital document delivery will be the preferred delivery mechanism where there is not already an electronic equivalent available.
- b. Document delivery will be utilized following ALA ILL guidelines.
- c. There shall be access to large runs of bound journals via a reading room at the facility.
- d. If there is electronic access to journal content available via a publisher, but the quality of the scans is insufficient for scholarly use, staff at the facility will rescan and deliver the necessary pages in color and at sufficient resolution.
- e. If digital document delivery is not available or the quality of the scans produced insufficient, case by case exceptions may be made by facility staff. If any exceptions are granted, the bound journal may be sent to the requesting library where it will be limited to in building use only.

#### **b. Memorandum of Understanding (MOU)**

- i. Attached separately, please see 1.d. above for details.

Respectfully submitted,  
Cathy Martyniak  
Chair, Statewide Storage Task Force