

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

This report includes discussions and activities from committee meetings conducted via conference call on June 14th, July 12th and August 9th and communication via e-mail.

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

### **a. Facility and project updates**

- i. Approximately 1 million items that will become the core of the SUS Shared Collection (SUSSC) need to be trayed during the coming 18 to 24 months so they can be moved as soon as the high density facility is able to accept materials. Over 32,000 ALF volumes have been placed into trays and accessioned using the AIMS inventory control software. This process will accelerate now that planning money has been received.
- ii. A project to deduplicate the 1 million volume collection currently at the Auxiliary Library Facility (ALF) is in progress. Four FTE of UF staff will be dedicated over the next two years to removing the duplicate copies from 48,000 titles that are held in duplicate, triplicate or more in 125,000 volumes. Titles free of copyright will be digitized by UF before the duplicates are discarded.
- iii. A project to catalog over 300,000 government documents located at ALF is underway. 60,000 volumes have been cataloged and will be trayed as time permits. The records are in OCLC and in MANGO.
- iv. The JSTOR inventory project at UF is currently on hold. An analysis of which of the CSUL libraries hold which of the JSTOR titles is underway at UF, so we can limit the inventory to titles held by 2 or more CSUL libraries.
- v. On July 1<sup>2th</sup>, there was a meeting between Library staff and UF physical plant to discuss the \$2 million dollars in planning money that was released to UF in July of 2010. This money can be used to hire the architects, develop construction contracts, prepare the shelving bid and hire staff to prepare the ALF collection for accessioning into the SUSSC.

### **b. Semester Long Course Reserve policy**

- i. After careful discussion, a semester long course reserve (SLCR) policy has been drafted and was approved on the August call. Highlights of the policy include:
  1. Only CSUL and other libraries officially participating in the SUSSC will be allowed to borrow a monograph from the SUSSC for SLCR.
  2. Monographs loaned to a participating library for course reserve will not be recalled.

3. If the same library wants the same book for SLCR a second time, the library will be encouraged to purchase a copy, rather than continue to rely on the SUSSC copy.
4. Periodicals will not be loaned for SLCR. As copyright permits, articles will be scanned and made available electronically.
- ii. The SLCR policy has been sent for vetting to TSPC, CPC, PSPC and the Uborrow group.
- iii. A final version of the SLCR policy will be sent to CSUL for approval via e-mail in the fall, following the review by the other committees.

**c. Physical Condition**

- i. After careful discussion, a policy regarding the physical condition of materials sent to the facility has been drafted and was approved on the August call. [NOTE: This policy contains a mix of previously approved statements and newer information.] Highlights of the new portions of the policy include:
  1. Volumes should be free of mold and pests.
  2. A reasonable effort shall be made on the part of the originating library to ensure that the volume is intellectually complete.
  3. Volumes sent can have loose covers and/or pages, brittle paper and text blocks pulling out of their case. Minimal treatment, such as banding, will be performed at the facility before traying.
  4. A tiered preservation approach will be applied to SUSSC materials.
- ii. The SSTF agreed to send the physical condition policy to CPC for vetting.
- iii. A final version will be sent to CSUL for approval via e-mail in the fall, following the review by the CPC.

**d. Policies by TOPIC**

- i. A reorganization of the currently approved storage policies was undertaken. Rather than organize them by date approved, they have been rearranged by topic. The topics are:
  1. Collection Materials and Environment
  2. Physical Access to the Collection
  3. Intellectual Access to the Collection
  4. Other
- ii. The date approved has been placed within parentheses at the end of the policy.
- iii. Once CSUL has approved the course reserve policy and the physical condition policies this fall, these policies will be incorporated into the policy by topic document. That version will be presented at the December CSUL meeting as an information item and posted on the SSTF web page.
- iv. The overall storage policy document will be maintained by the Chair of the SSTF and the latest version will always be available from the SSTF web page.

**e. Memorandum of Understanding (MOU)**

- i. The MOU that was discussed and approved in concept at the June CSUL meeting was sent to the UF Legal Counsel for conversion into a more appropriate format for a legal contract. A final version of the MOU will be presented to CSUL at the September meeting. It is being set up for signature by both the CSUL Library Deans and the Provosts from each participating institution.

**f. Archives and Manuscripts**

- i. According to a September 2008 CSUL approved policy, the facility will accept archives and manuscript materials. The implications of this were briefly discussed. There may be libraries wishing to deposit archive and manuscript materials into the facility that would not be part of the SUSSC. There will need to be discussion regarding how this possible exception would be administered.

**g. Cataloging group**

- i. According to a September 2008 CSUL approved policy, bibliographic records for the materials in the facility will conform to a standard set by the SSTF. An ad hoc cataloging and discovery group will be formed with members from across the state representing SSTF, TSPC, Uborrow and FCLA. This group will report to SSTF and make recommendations on cataloging standards, discovery and access, as well as OCLC issues.

**h. Available documents**

- i. A one page letter outlining the timeline for the annual assessment of operating costs for the facility was drafted in July. It is available on the SSTF web site at [http://csul.net/storage/High\\_Density\\_Facility\\_ltr\\_07-15-2010.pdf](http://csul.net/storage/High_Density_Facility_ltr_07-15-2010.pdf). An effort to estimate operating costs for the facility to allow participating libraries to budget for the annual assessment is underway. Charges are likely to begin in academic year 2013-2014.
- ii. An eleven slide PowerPoint presentation outlining the current storage situation and future plans was prepared in June. It is available as a PDF file on the SSTF web site at [http://csul.net/storage/SSTF\\_Images\\_2010\\_FINAL.pdf](http://csul.net/storage/SSTF_Images_2010_FINAL.pdf). It includes illustrations of the preliminary design for the new facility that were shared at the June CSUL meeting.

## **2. Other**

### **a. Task Force Changes**

- i. New member on the SSTF is Faye Jones from FSU as the representative for the Law School Libraries.

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

- i. Continue to discuss the implications of inclusion of archive and manuscript materials into the facility.
- ii. Start to determine what materials from which library, and how many, will be sent to the facility after the initial one million volumes already in the UF auxiliary library facility collection have been accessioned and transferred into the SUSSC.

## **3. Action items**

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

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

### **b. Priority List of Inventory projects**

- i. Feedback from CSUL libraries is needed to help determine priorities for inventory projects for print publications that will eventually be a part of the SUSSC. These inventory projects could include:
  - 1. JSTOR
  - 2. Government Documents
  - 3. Other non-JSTOR periodicals

Respectfully submitted,  
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