

**Council of State University Libraries  
Statewide Storage Task Force (SSTF)**

Quarterly Report for the December 2010 CSUL meeting

This report includes discussions and activities from committee meetings conducted via conference call on September 13th, October 11th and November 8th and communication via e-mail.

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

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

- i. Over 39,400 volumes from the UF Auxiliary Library Facility (ALF) have been placed into trays and accessioned using the AIMS inventory control software.
- ii. Approximately ten temporary staff will be hired in late January on construction funds to prepare the approximately 1 million volumes in ALF for transfer to the high density facility.
- iii. Equipment including 60 new book trucks, tables, stools, and special barcode duplication printers have been or will soon be ordered on construction funds. All of this equipment will be used in the high density facility.
- iv. A project to deduplicate the 1 million volume collection currently at ALF is in progress. The deduplication coordinator (UF funded) started full time in October and the first of 3 UF funded FTE OPS will be hired before Thanksgiving. There are 125,00 duplicate volumes in 48,000 titles. Of the 125,000 volumes, the 48,000 in the best condition will be trayed and the remaining 77,000 will be either retained for future scanning project or donated to Internet Archive.
- v. An analysis of which of the CSUL libraries hold which of the JSTOR titles is underway at UF, so we can limit the inventory of UF holdings to titles held by 2 or more CSUL libraries.
- vi. Cathy Martyniak has been in contact with OCLC staff to get the paperwork started to create a distinct, new OCLC symbol specifically for the shared storage facility.
- vii. Information gathering continues in order to hire an architect for the project within the next few months. If the remaining \$16.9 million is provided, ground breaking may begin in July of 2011.

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

- i. The semester long course reserve (SLCR) policy approved on the August SSTF call was vetted and approved by CPC, TSPS and PSPC. It was approved by CSUL, via email, in early November.

### **c. Physical Condition**

- i. The policy regarding the physical condition of materials sent to the facility approved on the August SSTF call was vetted and approved by CPC and approved by CSUL via email in early November.

### **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 the policy was approved by CSUL has been placed within parentheses at the end of the policy.
  - iii. 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.
  - iv. Feedback regarding the new organization scheme of the policy document will be gathered from CSUL during the December CSUL meeting.
- e. Memorandum of Understanding (MOU)**
- i. A copy of the draft MOU is available on the official SSTF web site at <http://csul.net/storage/MOUstorage082010.pdf>
  - ii. Work on the operating budget for the high density facility continues. A draft operating budget may be available for review at the March CSUL meeting.
  - iii. UF has confirmed that it will seek PECO POM funding for the building, grounds and utilities. The probability of success is considered high. We are seeking to clarify exactly what services are covered, so they can be excluded from the operating budget projections.
- f. Archive and manuscript collections at the facility**
- i. The SSTF officially requested that the Special Collections Subcommittee of the CPC review the possibility of storing non-shared collections, such as archive boxes, manuscript collections or rare books, at the HDF. Other questions included confirmation of a statewide need for this service, how space in the new facility would be allocated for materials in non-shared collections and what kinds of non-shared materials could or should be sent.
  - ii. The Special Collection Subcommittee received the request from SSTF in mid November. They will examine the issue immediately and hope to issue a report no later than the March CSUL meeting.
- g. Storage Cataloging, Access and Discovery (StoCad) group**
- i. A temporary group to address discovery and cataloging issues for materials in the Statewide University System Shared Collection (SUSSC) was formed in September. It reports to SSTF. There are representatives on that group from FCLA, UF, FIU, NCF, FSU and UNF. Topics discussed include, but are not limited to, cataloging standards, work flows, discovery mechanisms and the new OCLC symbol for the facility.
- h. Barcode duplication**
- a. In September 2008, the following policy was approved by CSUL. "Circulation barcodes must be attached. On items with existing barcodes, those barcodes should be left in place, and it is the responsibility of the sending location to change item information to reflect that of the storage facility location. The exact placement of new barcodes will be determined at a future date. If an item requires a new barcode prior to shipping, the placement of that barcode should be in this to-be-established location.
  - b. This policy is currently under review. We are examining the implications of centralizing barcode duplication at the facility rather than using a decentralized approach. SSTF is also considering

recommending that barcodes for newly acquired materials be placed in the correct location in anticipation of future storage.

**i. Prioritization of Shipments**

- i. The SSTF is discussing how to determine how many volumes from which libraries will ship to the facility after the first million are processed. This process is complicated by the fact that the collection will only hold one copy of each title. A draft transfer request sheet has been created but a policy still needs to be crafted.

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

- i. We will continue to discuss the implications of inclusion of archive and manuscript materials into the facility.
- ii. We will continue to discuss prioritization of shipments.
- iii. What level of accuracy [Issue level? Volume level? ] do we feel is best for the holdings of the shared collection, to facilitate discovery both within Florida and the nation? While there is currently an approved storage policy that requires only volume level accuracy, the SSTF is confirming that this level is precise enough to meet statewide, regional and national needs.
- iv. We are considering a policy that discusses the automatic digitization of out of copyright monographs that have circulated. Would it be AFTER a circulation? Or should it be BEFORE [or instead of] the circulation, as suggested by CPC?

**2. Action items**

**a. Reorganization of policies from by date to by topic**

- i. The SSTF would like CSUL to confirm that the policies previously approved are still valid in light of the passage of time.

Respectfully submitted,  
Cathy Martyniak  
Chair, Statewide Storage Task Force