

Statewide Storage Task Force Agenda
Minutes
Thursday, January 31, 2008
8:30a-10a
Conference Call

Members Attending: Frank Allen(UCF), Linda Butson(UF-HSCL), Lisandra Carmichael(UWF), Rita Cauce(FIU), Ted Chafin(FSU), Emmett Denny(FAMU), Becky Donlan(FGCU), Maris Hayashi(FAU), Phyllis Ruscella(USF), Ben Walker(UF-Smathers Libraries), Robb Waltner(UNF)

Ex-Officio/Deans Attending: Michelle Newberry(FCLA), Laura Probst(FIU), Judy Russell(UF-Smathers Libraries)

Others Attending: Michele Crump(UF-Smathers Libraries), Claire Dygert(FCLA), Jennifer Kuntz(FCLA), Jean Phillips(FCLA)

I. Introduction

a. Purpose of group

- The task force has not been issued an official charge from CSUL; however, the task force will operate under the premise it is responsible for establishing policies/procedures for the proposed shared storage facility.

b. Make up of group: addition of health and law libraries?

- Would it be a good idea to include the Health Sciences and Law Libraries from each institution? The general consensus is yes, if those libraries want to be included. Becky Donlan will bring this topic up at the CPC meeting next week. Various other task force members offered to check with those libraries at their respective institutions.

c. Background information

- The shared remote high density storage facility proposal was approved by the UF Board of Trustees and the Board of Governors for construction 2010-2011 with occupancy 2011-2012. It received approval for full funding; however, it is based on current cost so more funding will need to be requested to account for the inflation. At the last CSUL meeting Judy Russell requested all CSUL directors to draft a statement of needs explaining why their respective institutions need the facility sooner than later in order to try to secure funding for 2008-2009 fiscal year. There is some enthusiasm at the Board of Governors level due to it being a statewide shared facility.
- At the last CSUL meeting there was general agreement there are some good working models for shared storage facilities already in place and to the extent possible this task force should try to adopt/adapt existing models for this facility. It will also be

important to consider all types of materials when planning the facility.

d. Review of high-density model

- The proposed facility is a six aisle, high density facility. The capacity will be 3 million volumes. Plan to renovate 25,000 square feet of UF's current Auxiliary Library Facility to be used for digitization and preservation. The remaining 21,000 square feet in the current facility will be renovated at some point after the initial transfers are completed and will provide space for an additional 1.5 million volumes. CSUL approved approximately \$10.8 million for the project. The model currently being considered is the Harvard Model for high density storage established in the 1980s. Books are stored in trays with bar codes on the books, trays, shelves, stacks and aisles. When a request is made a pick list is generated. Integration is not a concern with this system. Shelves will be 30 foot high, 53.5 inches wide and allow for six trays for storage. This allows for more density per shelf and eliminates dead space. Software allows for easy reporting and the software company is very willing to customize software. Ben will send website links and/or PDFs of examples of high density facilities.

e. Review of matrix

- The matrix came out of brainstorming sessions at UF/FCLA and CSUL. They attempted to identify the different areas/groups that might need to be created for this facility. Suggested areas to be added to matrix:
 - Ownership - who ends up "owning" the materials deposited in the facility. There are models available to provide examples for how this issue might be resolved.
 - Additional preservation & digital services – for instance, the review of materials upon arrival for brittleness, etc.
 - Digital service – will a digital service be possible/appropriate to provide material to patrons if copyright is not an issue. This topic will be included under Access, Public Service – Delivery options. It is hoped that over time use of materials will become a driver for what is digitized. Also look a digitization to minimize physical sharing of materials.
 - Consideration for how private institutions in Florida might use the facility (i.e. ILL) should be added to the Governance, Administration and Management category.
- There is a JANUS Report that mirrors the issues included on the matrix and might be a useful planning tool.
- A reading room is being considered in the proposed facility to allow for on site viewing for significant amounts of materials (i.e. run of journals).

f. Report from USF

- The USF report will be made available on the web in the near future. It is a good model for other institutions to reference when compiling their respective reports.

II. Project Update

a. Judy: current status

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b. Report available on webpage

III. Future Communication

a. Meeting scheduling through doodle (doodle.ch)

- Doodle will be used to schedule the next meeting.

b. Email

- Task force members agreed email is the best way to communicate.
- Michelle Newberry will create a listserv that can also be utilized for communication. After the listserv is created anyone will be able to join; however, meetings will be held to current membership.

c. Webpage: Ready to be mounted

- Ben has been working on a website. It will list task force members, email addresses, agenda links, minute's links, reports, etc. Ben will notify task force members when the page is posted. Lisa King may be contacted to determine how to get a link to the webpage posted on the CSUL website.

d. Blog: floridasulstorage.wordpress.com

- Ben created a blog available at <http://floridasulstorage.wordpress.com/>

e. Wiki?

- Ben will work on creating a Wiki and report on it at the next meeting.

IV. Policies

a. Examples:

- Ben will circulate the below policies/procedures examples for discussion at the next meeting. If members other examples please forward them to Ben.

i. *University of Minnesota*: Open to all academic, public, and governmental libraries in Minnesota; Useful documentation, including forms
(<http://www.minitex.umn.edu/mlac/deposit/overview.aspx>)

ii. *ReCAP*: joint facility for Princeton, Columbia University, and NYPL
(<http://recap1.princeton.edu/about/processing.html>)

iii. *Orbis-Cascade*: Comprehensive list of policies: Open to a mixture of universities, colleges, and community colleges in Washington and

Oregon (http://www.orbiscascade.org/staffhome/RLSC-Operations_Policies_05-11.htm)

- iv. Five College Library Depository: Good descriptions of ILL/Reserves policies, as well as background on the model used; open to (<http://www.fivecolleges.edu/sites/depository/policies/>)

b. Other issues

i. Brainstorming

- OCLC holdings - Would an OCLC code have to be set for the storage facility? Costs? Problems?
- ILL - Would materials be loaned to out of state institutions? Are there certain materials that should be non-circulating? The CSUL is discussing having a decentralized ILL for institution-to-institution borrowing. This is not currently possible due to software restrictions.
- Policies, procedures, priorities for the incremental phase in. What is processed 1st, 2nd, etc?

ii. Non-book formats

- Non traditional formats will need to be considered (i.e. microfilm, special collections, maps, etc)

iii. Level of cataloging

- This is a major concern. What is the minimal level of cataloging that will be needed/required?

iv. Number of copies

- Is one coping acceptable? Does risk of loss need to be considered?

V. Wrap-up, scheduling

a. How frequent?

- Task force members agreed to meet on a bi-weekly basis. A report from this task force is wanted at the March 13-14, 2008 CSUL meeting.

b. New meeting scheduled through doodle

- Task force members agreed Doodle can be used to schedule future meetings.