

Statewide Storage Task Force Agenda
Minutes
Monday, March 3, 2008
10a-11:30a
Conference Call

Members Attending: Frank Allen(UCF), Lisandra Carmichael(UWF), Emmett Denny(FAMU), Maris Hayashi(FAU), Beth Layton(UF-HSCL), Ben Walker(UF-Smathers Libraries), Robb Waltner(UNF), Rita Cauce(FIU),

Ex-Officio/Deans Attending: Jennifer Kuntz(FCLA)

- I. Review of minutes
 - No corrections were noted for the [February 18, 2008](#) minutes. If upon further review members believe corrections are needed those corrections should be provided to Ben Walker.

- II. Updates
 - a. Reports now posted online
 - Reports submitted thus far (FSU, UCF, USF) have been posted to the Task Forces [web page](#) on the CSUL web site. If an institution does not have an immediate need, a report is not necessary; however, the institution should report the lack of an immediate need. It was suggested and committee members agreed it would be a good idea for Judy to send an email to each CSUL Dean/Director asking they request a letter of support from their respective Provosts to add to a packet to explain why we want to construct the facility sooner, here is the expected cost savings and opportunities created by doing it sooner.
 - FIU's report is being compiled and should be submitted early this week.
 - FAU's report is being compiled and should be submitted in the near future.
 - UNF will not be submitting a report because there is no immediate storage need. Also, before the institution is willing to use the facility, implications to their budget will need to be known.
 - The original proposal requested two years of operating expense for this first to years. Beyond the first two years of funding, hypothetically speaking, UF library employees (4) currently assigned to UF Libraries Auxiliary Library Facility would be assigned to the proposed facility and the UF Libraries would continue to fund those positions. Reese Dill, Storage Consultant estimates fully loaded the facility will need six staff members. Of course, heavier staffing is expected to be necessary during the initial move in. If indeed more staff are needed a funding model will have to be created. Historically with projects like this, the host facility absorbs the utilities cost. Judy does not know for a fact, but suspects UF will pay the utilities.

 - b. Also new links to example policies
 - Ben will post new links to example policies by the middle of next week.
 - Ben contacted Northwest Ohio, Northeast Ohio and the University of Missouri. One of the universities is sending (via mail) him a packet of information about

their facility. The committee agreed it would be helpful to have individuals from these institutions attend a normally scheduled committee conference call. The committee also agreed a list of questions or issues to discuss with the individuals should be developed prior to the meeting.

III. Survey created by Ted (short survey to help determine what institutions feel this facility will need to do)

a. Distribute to group members or ?

- Committee members agreed the survey should pass through committee members first and then their respective library dean/dir and then back to the committee for final review.

b. Way of capturing additional details.

- If committee members can think of additional ways to capture details please bring those forward.

IV. Review of purpose statement

a. Draft distributed

- The draft purpose statement is available online at <http://csul.net/storage/charge.pdf>

b. Comments/Suggestions

- The following comments/suggestions were made:
 - Paragraph 1 - mention digitization in this paragraph
 - Paragraph 3 – delineate between what the facility will include & might include
 - Paragraph 3 – define unique, i.e. unique format or unique as in only copy or perhaps remove unique items. Committee members agreed unique items should be removed from the purpose statement and will be revisited later during policy discussions.
 - Paragraph 4 – Change to read something like....Facility will house a mixture of accessible and non accessible materials and access may be available by digitization or currier. Also discussed removing the paragraph or rephrasing it to reflect how materials will be accessed. Move 1st sentence in Paragraph 4 to Paragraph 1 and to move the last sentence in Paragraph 4 to Paragraph 3.
 - Include a statement to address the question of whether the donating library can count their donated materials in their statistics. It was noted that perhaps this is more of a policy issue to be addressed under that umbrella instead of in a purpose statement.
 - Correct grammar
 - Perhaps aside from the purpose statement, think about if the space gained at the donating institution is worth the storage facility accepting the material & preserving it.
 - Add – All the items in the facility would be equally and readily available to all of the SULs.
- Additional comments/suggestions can be emailed to Ben Walker.
- Ben will update the purpose statement based on today's discussion and any additional feedback he receives and will distribute the revised statement to the list serv.

- The next stage/step for the committee is to begin discussing policies. The committee will begin to review the University of Minnesota's policies. Their documentation is very comprehensive and they also use Aleph which makes it a very functional model to assess. The following committee members volunteered to review the following areas:
 - Page 2 – Ben Walker
 - Page 3, Section 2.4 – Rita Cauce
 - Page 7, Bibliographic & Holdings Records – Emmett Denny
 - Page 8, Section 1.3 & Page 9, Section 2.3 – Frank Allen
 - Page 9, Section 2.1 & 2.2 – Maris Hiyashi
 - Page 10, Sections 2.12 & 2.13 – Lisandra Carmichael
 - Page 11, Section 3.1-3.3.6 – Robb Waltner & Beth Layton

V. Wrap-up, scheduling

- The next meeting is scheduled for March 17th, 10a-11:30a.