

Statewide Storage Task Force Agenda
Minutes
Monday, April 14, 2008
10a-11:30a
Conference Call

Members Attending: Frank Allen (UCF), Michael Arthur (UCF), Rita Cauce (FIU), Maris Hayashi (FAU), Phyllis Ruscella (USF), Ben Walker (UF), Robb Waltner (UNF)

Ex-Officio/Deans Attending: Jean Phillips (FCLA)

- I. Review of minutes
 - One correction was submitted for the March 31, 2008 minutes. If upon further review members believe corrections are needed those corrections should be provided to Ben Walker.

- II. Updates
 - a. Reports
 - The UF Report is complete.
 - Reports from UCF, UWF, FAU, and FSU have been turned in. FAU, FIU, UCF, USF, and UWF reports are now posted online.
 - Dean Judith Russell is in the process of scheduling a meeting with the Board of Governors. This is projected to be a conference call sometime in May 2008. The UF Provost will attend.
 - According to the reports, there will be an estimated \$1.7M in costs for the next few years if the Shared Storage Facility (SSF) build date is kept as is.
 - b. New Members
 - Michael Arthur is the new UCF and CPC representative.
 - Cecelia Botero will replace Beth Layton as the UF Health Science Library representative.

- III. Generation 5th (GFA) and FCLA Conference call
 - This call is set for Wednesday, April 16.
 - Representatives will discuss Aleph, GFA interface, and other issues.
 - The information gathered at this meeting may guide SSF policy decisions dependent upon what the GFA system can or cannot do.
 - Ben will sit in on the first meeting and report to the SSF group.

- IV. Survey Questions
 - a. Ben sent out a link to the survey prepared by Ted Chaffin.
 - The purpose of the survey is to gather data on what each institution's individual needs are.
 - The requested deadline is April 28th.
 - Ben will post the individual questions on the web page and send the text via e-mail.
 - There is no limitation to the number of responses per question.

- V. Review of purpose statement
 - Ben hyperlinked to the Harvard model and made revisions based on the last meeting.
 - There were no further suggestions or comments.
 - Ben will post the final version on the web page.
 - Additional comments should be sent to Ben.

- V. Review of policies
 - a. Edits from previous week
 - Ben added the recommendations based on the last meeting.
 - Column J (Ownership) was the most difficult recommendation to reach.
 - Please send changes to the matrix to Ben.
 - b. Review of other columns
 - Bibliographic Record
 - This item may be impacted by what GFA is able to do in terms of Aleph.
 - Uncataloged items will not be sent to the SSF. Facility staff should be able to process and shelve upon arrival.
 - Government Documents will need a clarified recommendation. Ben would like the SSF Group to make a statement.
 - The agreed recommendation will resemble that of Orbis Cascade, in that the cataloging responsibility will be that of the depositing institution. Each library has a Tech. Rep to ORBIS. Use MARC format and AACR2 and follow any policies adopted by consortium.
 - Volume Holdings
 - The agreed recommendation is that the volume holdings are the responsibility of the depositing library.
 - Many answers will be forthcoming after the GFA/FCLA meeting.
 - Call Numbers
 - Jean Phillips will consult with GFA on this issue.
 - Inventory control numbers will indicate location within the SSF.
 - There is a desire to retain call number search functions at individual institutions, though how this would be implemented is unclear.
 - This item will be tabled until further information is available.
 - Items
 - Many institutions use barcode duplicators to put barcodes on the back of items for ease.
 - Each item must have a barcode.
 - The agreed recommendation is that 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 deposit location.
 - Other Information
 - This column is a catch-all for additional recommendations, which can be sent to Ben.
 - A suggestion was made to add text reflecting that bibliographic records must conform to guidelines developed by the SSF Task Force. Ben will add this suggestion to the matrix.
 - Liaison

- Ben would like there to be a person whose main responsibility is to check on SSF happenings.
 - All agreed on the recommendation.
- Purpose of Facility
 - The purpose statement will serve as the draft purpose of facility.
- Accession Process
 - The agreed recommendation was that responsibilities of the SSF include inventory control, access, and preservation of the stored collection.
 - Additional information will be added as it becomes available.
- Maintenance of the collection/Preservation
 - Most institutions keep the temperature low at storage facilities, averaging 50°-60°F.
 - A generic recommendation is all that is needed for this item.
- Remaining Columns
 - The remaining three columns will be addressed at the next meeting.

Ben will make suggested changes to the document, and the remaining categories will be reviewed during the next conference call.

VI. Wrap-up, scheduling

- Ben will continue to adjust the policy matrix.
- Information from the GFA/FCLA meeting will be discussed at the next meeting. FCLA will create a few directional scenarios.
- The survey results will be discussed at the next meeting.
- The next meeting is scheduled for Monday, April 28, 10a-11:30a.