

Statewide Storage Task Force Agenda
Minutes
Monday, April 28, 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: Jennifer Kuntz (FCLA)

- I. Review of minutes
 - No corrections were submitted for the April 14 minutes. If upon further review members believe corrections are needed those corrections should be provided to Ben Walker.

- II. Updates
 - Dean Judith Russell is in the process of scheduling a meeting with the Board of Governors. The topic will be moving up the date for the release of SSF funds. This is projected to be a conference call sometime in May 2008. The UF Provost will attend. Dean Russell is putting together documentation and funding tables to show the cost incentive for earlier building, which is an estimated \$1.7M in savings.
 - Thus far, letters of support have been received from the Provosts at FSU, FAU, UWF, and UCF. Phyllis will follow up with her dean regarding a letter of support from the Provost at USF.
 - A question was posed about the source of funding for the SSF. Dean Russell explains that it is a separate fund that is untouched by state budget concerns.

- III. Generation 5th (GFA) and FCLA Conference call
 - FCLA and GFA conducted a conference call on April 16. The call went well, and GFA sent documentation to Ben, who forwarded it to FCLA. Ben will check to see if this documentation can be shared with TF members. If so, it will be posted on the web.
 - GFA works with slack files so they reported they'd have no problem working with the type of files used at the SSF.
 - FCLA is still gathering information on the technical aspects so as to better report and advise SSF TF members. Jennifer contacted Harvard for information on their system. GFA is providing contact information for Duke and Recap.
 - There is still uncertainty on database server size needed. There is still a question as to where the server will reside. A proposal was made that FCLA should host the server, as it serves the SUL. TF members will consult their respective IT departments for feedback on this suggestion.
 - Recap contains four different institutions using three different systems, so this type of model is possible. The barcode is the key between systems. Staff and administration have access to the system, which batch updates every night. Further discussion between GFA and FCLA is needed on this topic.

IV. Survey Questions

- Ted was unable to attend the meeting.
- Ben was unable to open the file of responses Ted sent.
- This item is tabled until the next meeting.

V. Review of policies

a. Edits from previous week

- Ben added the recommendations based on the last meeting.
- Tabled items will be discussed in the future as information is made available.
- Please send changes to the matrix to Ben.

b. Review of other columns

- Permanent Return to depositing library
 - Only a few policies were found to have language in regard to this topic.
 - This item references the situation in which a depositing library wants to permanently retrieve an item from the SSF.
 - The agreed recommendation was that "permanent transfer and exceptions are to be made only through a written request to the CPC".
 - Special Collections items are held to a different standard, which members agreed should be that "items can be loaned or scanned electronically as available".
 - A comment was made that the SSF is beginning to resemble an archive.
- Setting Lending Policy
 - Discussion surrounded the pros and cons of setting a standardized circulation policy for all lending institutions.
 - It was decided that the recommended loan period for monographs will be two months and the recommended loan period for journals will be one week.
 - This will be a technical issue for FCLA to determine.
- Condition of material
 - All members agreed on a policy resembling those of the University of Minnesota and Orbis Cascade.
 - It is the responsibility of the lending institution to preserve/maintain item, and the SSF may return any item that poses a threat.

Ben will make suggested changes to the matrix and will prepare a document summarizing the recommendations. Members will go over this document at the next meeting.

VI. Wrap-up, scheduling

- 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.
- The policy recommendations document will be discussed.
- The next meeting is scheduled for Monday, May 12, 10a-11:30a.